

BOARD OF TRUSTEES
McHENRY COUNTY COLLEGE DISTRICT #528

Thursday, September 22, 2011
Regular Board Meeting
Immediately After Budget Hearing

Board Room
8900 U.S. Highway 14
Crystal Lake, IL 60012

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MISSION STATEMENT
4. ACCEPTANCE OF AGENDA
5. ACCEPTANCE OF MINUTES: Board Retreat, August 20, 2011
Regular Board Meeting, August 22, 2011
6. OPEN FOR RECOGNITION OF VISITORS AND PRESENTATIONS
Three (3) minutes per person or less.
7. BOARD COMMITTEE REPORTS
 - A. Evaluation and Policies Committee
 - B. Facilities and Planning Committee
 - C. Finance and Negotiations Committee
8. ICCTA REPORT
9. FRIENDS OF MCC FOUNDATION REPORT
10. PRESIDENT'S REPORT
11. PRESENTATIONS
 - A. Student Senate Inductions, Ms. Talia Koronkiewicz, Coordinator of Student Life & Campus Activities, and Students
 - B. 2011 NISOD Awards, Mr. Don Curfman, Mr. Ted Erski and Ms. Kate Middy, Dr. Tony Miksa, Vice President of Academic & Student Affairs
 - C. Higher Learning Commission Quality Check-Up Visit, September 28-30, 2011, Ms. Pat Stejskal, Director of Institutional Effectiveness
12. COMMUNICATIONS
 - A. Student Trustee Report
 - B. Faculty Report
 - C. Adjunct Faculty Report
 - D. Staff Council Report
 - E. Attorney Report
13. APPROVAL OF CONSENT AGENDA
For Approval
 - A. Financial Statements
 1. Treasurer's Report, Board Report #11-194
 2. Ratification of Payment for Voucher #1036 - \$2,130,148.10, Board Report #11-195
 - B. Requests to Purchase/Renew/Lease
 1. ACT Compass Software Units and Annual License, Board Report #11-196
 2. Annual Elevator Service Agreement, Board Report #11-197
 3. Biology Storage Room and Lab Study, Board Report #11-198
 4. Biology Supplies, Board Report #11-199
 5. Carpet Tiles for Shah Center, Board Report #11-200
 6. Casper Suite for Mac OS, Board Report #11-201

7. Custodial Floor Burnisher, Board Report #11-202
8. Collegiate Assessment of Academic Proficiency (CAAP) Test, Board Report #11-203
9. Commercial Front Mower, Board Report #11-204
10. Diploma Paper and Covers for Graduates, Board Report #11-205
11. Emergency Power and Computer Server Room, Board Report #11-206
12. Infrared Spectrometer Machine, Board Report #11-207
13. Request for Woodstock Center Lease Extension and Amendment, Board Report #11-208
- C. Request for Approval of a Four-Day College Work Schedule for Summer 2012, Board Report #11-209
- D. Personnel
 1. Personnel Adjustments for Fall 2009 Transfer and Occupational Courses, Bd Rpt #09-193, Addendum
 2. Personnel Adjustments for Spring 2011 Transfer and Occupational Courses, Bd Rpt #11-12, Addendum
 3. Personnel Adjustments for Summer 2011 Transfer and Occupational Courses, Bd Rpt #11-101, Addendum
 4. Continuing and Professional Education Personnel Considerations for Fall 2011, Bd Rpt #11-162, Addendum
 5. Personnel Adjustments for Fall 2011 Transfer and Occupational Courses, Board Report #11-210
 6. Adult Education Personnel Considerations for Fall 2011, Board Report #11-211
 7. Appointment of New Administrative Assistant, Physical Facilities, Board Report #11-212
 8. Appointment of New Building Maintenance Specialist, HVAC, Board Report #11-213
 9. Appointment of New Scholarship Coordinator and Administrative Assistant, Friends of MCC Foundation, Board Report #11-214
 10. Appointment of New Vice President for Institutional Advancement, Board Report #11-215
 11. Appointment of Rehire, Grants and Customer Service Assistant, Board Report #11-216
 12. Appointment of Replacement Adult Education Coordinator of Instruction, Board Report #11-217
 13. Appointment of Replacement Director of Financial Aid, Board Report #11-218
 14. Appointment of Replacement Graphics and Publication Specialist, Board Report #11-219
 15. Request for Approval of New Faculty Position Instructor of Philosophy, Board Report #11-220
 16. New and Eliminated Positions, Board Report #11-221
 17. Additional Advance Placement, Board Report #11-222
14. ACTION ON ITEMS REMOVED FROM CONSENT AGENDA
15. BOARD POLICY REVISION, FIRST READING, 1.8.2 - Formulation of Administrative Procedures, Board Report #11-223
16. INFORMATION REPORTS
 - A. Moving Faculty Sponsored Leave
 - B. Retirement
 - C. ERP Report
 - D. MCC Branding Update
 - E. Grant Update
 - F. Distributed Press Releases and MCC Press Clippings
17. SUMMARY COMMENTS BY BOARD MEMBERS
18. FUTURE AGENDA ITEMS
19. CLOSED SESSION
20. MODIFICATION TO ADMINISTRATIVE CONTRACT, Board Report #11-224
21. ACCEPTANCE OF CLOSED SESSION MINUTES: Regular Board Meeting, August 22, 2011
22. ADJOURNMENT



Mary Miller
Chair



Foundation Update
Board of Trustees Meeting
September 22, 2011

Awards

- The Friends of MCC Foundation and Caroline Sobolak from the MCC Grants office worked together on a grant application for the Motorola Mobility Foundation. The **Motorola Mobility Foundation** fully funded the Friends of MCC Foundation's request of \$8,750.00 for funding through an Empowerment Grant to initiate a new program entitled *Storycatchers*. The funds will underwrite the cost of five 13- inch MacBook Pro Computers, digital cameras, and headsets, which will be used by 174 School District 50 Harvard Junior High students to produce digital stories to enhance the reading resource curriculum. The goal of the *Storycatchers* project is to increase an non-or low-reading junior high school students' reading comprehension scores on the Illinois Standards Achievement Test (ISAT). MCC digital media student interns will provide creative support to both teachers and students. The project is under the auspices of MCC's Meri (Albright) Winchester, co-chair of computers and digital media, and adjunct faculty members Jo Anne Ollerenshaw, Ph.D. and Marianne Wood, a reading resource teacher at Harvard Junior High. As part of the application process, the team produced a video that can be viewed at <http://www.youtube.com/watch?v=VA4GSLX5ed4>
- The Friends of MCC Foundation and McHenry County Community Foundation will be increasing the level of our partnership in funding events held at the college. MCCF's most recent contribution came in support of the Early Childhood Educators Conference. The next joint project planned will be the People in Need Symposium in January. The partnership also includes collaboration with Amy Carzoli, Coordinator/Conference Center & Campus Facilities.

Board Retreat

- Plans are underway for a Foundation board retreat in early November. The retreat will be the first in several years for the Foundation and will include guest speakers and an afternoon strategic planning session.

Training

- The staff of the Friends of MCC Foundation participated in a webinar training session on stewardship entitled, "Truly getting to know your closest friends."

Student Trustee Report

The fall semester is in full swing. Students are becoming accustomed to their new schedules, getting to know their professors, figuring out how college courses work, and meeting other students. The College is turning its wheels as students frequent the Library, computer labs, and the Sage Learning Center. Students are using the resources the College has to offer and it is a pleasure to see.

McHenry County College's 33 student organizations recruited new members at the Student Organization Fair on September 1st. All organizations are looking forward to an exciting year to promote their mission and plan programs.

Student Life programming has been a success with students as they have enjoyed the events held. Open Gym has been one of the more notable events; students have been using the Multi-Purpose room to play basketball with as many as 25 students present twice weekly.

As the tenth anniversary of September 11th approached, McHenry County College honored each life lost during the attack by placing 2,996 American flags in the courtyard by the Peace Pole. On Wednesday, September 7, 2011, a ceremony was held at 8:45 a.m. for the MCC community to come together and pay their respects. Speakers included Talia Koronkiewicz, Coordinator of Student Life, Bill Brogan, Criminal Justice faculty, student Amanda Appner, and Tim Mengler, Campus Christian Fellowship advisor and Pastor at Vineyard Christian Church of Crystal Lake.



Taylor Irish Morrobel

Treasurer's Report

Information

Attached is the Treasurer's Report for the month of September, including details regarding the College's investments.

Recommendation

It is recommended that the Board of Trustees approves the Treasurer's Report as presented.



Vicky Smith
President

**McHenry County College
Treasurer's Report
For the Month of August 2011**

Bank Name Account	Beginning Balance	Deposits (+) Other Additions	Disbursements (-) Other Subtractions	Ending Balance
Crystal Lake Bank & Trust Operating	\$582,944.26	\$5,641,496.53	\$4,821,975.74	\$1,402,465.05
Crystal Lake Bank & Trust Credit Card	\$240,089.68	\$1,123,532.74	\$1,329,786.88	\$33,835.54
Crystal Lake Bank & Trust Online	\$1,960.42	\$638.62	\$0	\$2,599.04
Crystal Lake Bank & Trust Employee Benefits	\$0	\$73,499.54	\$73,499.54	\$0
Crystal Lake Bank & Trust Payroll	\$565.90	\$2,505,975.00	\$1,699,944.84	\$806,596.06
Crystal Lake Bank & Trust Federal Student Loan	\$3,408.92	\$75,931.37	\$65,603.72	\$13,736.57

McHenry County College
September 22, 2011

Investments

College Fund	Financial Institution	August 31, 2011 Investments	July 31, 2011 Investments	Interest	No. of Days	Maturity
Education	Illinois Funds	15,856,118.87	17,625,546.98	see below	N/A	On Demand
Education	JPMorgan Chase	9,136,497.30	9,134,022.62	0.30%	N/A	On Demand
Operations & Maintenance	Illinois Funds	10,676,920.46	10,676,641.86	see below	N/A	On Demand
Operations & Maintenance (Restricted)	JPMorgan Chase	924,204.29	923,953.96	0.30%	N/A	On Demand
Working Cash	Illinois Funds	2,099,765.43	2,099,709.81	see below	N/A	On Demand
Working Cash	JPMorgan Chase	619,246.34	619,078.61	0.30%	N/A	On Demand
Liability, Protection and Settlement	Illinois Funds	1,368,818.56	1,368,782.30	see below	N/A	On Demand
Liability, Protection and Settlement	JPMorgan Chase	353,106.47	353,010.83	0.30%	N/A	On Demand
	Total	41,034,677.72	42,800,746.97			

Interest Revenue

College Fund	Aug-11	Fiscal YTD
Education	2,894.71	5,384.46
Operations & Maintenance (Restricted)	528.93	939.00
Working Cash	355.25	648.74
Liability, Protection and Settlement	-	-
Total	\$3,778.89	\$6,972.20

Illinois Fund Rates - August 2011

	Annualized rate - Money Mkt
Low	0.015%
High	0.088%
Average	0.031%

* CDARS stands for Certificates of Deposit Account Registry Service. This program allows the College to purchase fully FDIC covered Certificates of Deposit from multiple institutions. All CD's are purchased in increments of less than the FDIC insurance maximum to ensure that both principal and interest are eligible for full FDIC insurance.

Ratification for Payment of Voucher #1036

Information:

100- Education Fund	\$891,330.05
200- Operations & Maintenance Fund	103,789.01
300- Operations & Maintenance (Restricted) Fund	2,550.00
400- Bond & Interest Fund	0.00
500- Auxiliary Enterprises Fund	687,025.60
600- Restricted Purposes Fund	18,128.91
800- Student Grant & Loan Fund	0.00
1000- Trust & Agency Fund	6,230.60
1100- Audit Fund	0.00
1200- Liability Protection & Settlement Fund	16,128.07
1700- Employee Health Insurance	<u>404,965.86</u>
Total	\$2,130,148.10

Recommendation

It is recommended that the Board of Trustees ratifies payment of Voucher #1036 dated September 22, 2011 totaling \$2,130,148.10.



Vicky Smith
President

Request to Purchase
ACT COMPASS Software Units and Annual License

Information

ACT Computer-adaptive Placement Assessment and Support System (COMPASS) is a comprehensive placement testing program that provides on-demand assessment of student skills in mathematics, reading and writing.

McHenry County College uses ACT COMPASS to evaluate incoming students' skill levels and place students in appropriate courses based on scores for mathematics, reading and writing. In addition, the English Department uses ACT COMPASS writing as a post-assessment tool for students in English developmental courses. One of the attractive features of this software is its reporting capability immediately available upon completion of the test.

The number of ACT COMPASS units charged varies according to the test(s) taken by the students. The ACT COMPASS license and testing fee information follows:

Annual license fee		\$ 450.00
Mathematics:	2.4 units x \$1.40	\$ 3.36 per test
Reading:	1.4 units x \$1.40	\$ 1.96 per test
e-Write:	3.9 units x \$1.40	\$ 5.46 per test
e-Write and Reading:	4.9 units x \$1.40	\$ 6.86 per test

It is anticipated the College will need 28,000 of the COMPASS software units to meet the student placement testing demands for FY 2012. Therefore, the estimated cost to purchase ACT COMPASS software units and annual license for FY 2012 will not exceed \$39,650.00 (\$1.40 x 28,000 plus the \$450.00 license fee).

The purchase of these software units and license is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, (1) which reads, "contracts for goods and services which are economically procurable from only one source" and (f) which reads, "purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services."

This expense is budgeted in the Assessment Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of ACT COMPASS software units and annual license for FY 2012, for an amount not to exceed \$39,650.00 from ACT, Iowa City, IA.



Vicky Smith
President

Request to Purchase
Annual Elevator Service Agreement

Information

The elevators at McHenry County College are manufactured by and have been maintained by the Otis Elevator Company. Otis Elevator Company is the sole source provider for proper service to its own equipment, and is the recommended service provider, providing the most comprehensive and dependable elevator maintenance coverage. An annual agreement for this service is necessary to maintain appropriate and safe elevator operations at the College.

The agreement consists of comprehensive preventive maintenance, inspections, testing, and repair of the four elevators on the MCC campus and includes emergency service. This agreement also consists of proper training of elevator usage for MCC maintenance and security staff, and will be effective September 1, 2011 through August 31, 2012, at a cost of \$10,101.84, from Otis Elevator Company through the Illinois Community College Systems Procurement Consortium (ICCSPP).

This service and supplies are exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (l) which reads, "contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph."

This expense is budgeted in the Building Maintenance Services Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the annual elevator service agreement as described above for \$10,101.84 from Otis Elevator Company, Madison, WI.



Vicky Smith
President

Request to Purchase
Biology Storage Room and Lab Study

Information

The Biology Department this fall has an enrollment of 916 students generating 3,664 credit hours. This is a 62% increase in enrollment since spring of 2009. As enrollment has increased so has the utilization of the College's biology laboratories. Increased utilization of biology laboratories also means students are doing more viewing and dissection of specimens (including cadavers). This increased viewing and dissection of specimens has created ventilation problems in one of the College's biology laboratories and the department's specimen storage space.

Ventilation in Biology Laboratory room A220 does not appear to be able to handle the increased amount of viewing and dissection of specimens. Employees and student have been complaining of intense fumes during laboratory classes. This is happening even after the College has taken steps to increase airflow in A220. Compounding the problem is the storage of the ever increasing number of specimens. The storage for specimens happens in room A215 which is directly connected to A220.

Therefore, to find a solution to this problem the College is requesting permission to do a feasibility study on the ventilation and layout of A220 and A215. RuckPate Architecture, and KJWW Engineering Consultants in conjunction with RuckPate Architects, will be asked to study the current problem and propose a solution, and then outline the cost for solving the problem.

The proposed scope of the study is as follows:

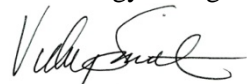
1. Review options to improve the ventilation to the Biology Lab Room A220 to reduce the odors during dissection labs.
2. Review options to improve ventilation in Room A215.
3. Review layout options of A215 to include a room to store specimens and provide a place for up to 24 students to view a cadaver.
4. Review options to improve the lighting in A215 as required for observing the cadavers.
5. Review exiting and code requirements for Room A215.
6. Prepare an opinion of probable construction costs for the recommended changes.
7. Prepare a short report presenting their findings and recommendations.
8. Make a formal presentation for their recommendations to McHenry County College.

The cost to perform this study is \$8,400.00.

Funding for the biology storage room and lab study is budgeted in the Academic and Student Affairs Capital Outlay Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees authorizes RuckPate Architecture, Barrington IL, to conduct the biology storage room and lab study as stated above for \$8,400.00.



Vicky Smith
President

Request to Purchase
Biology Supplies

Information

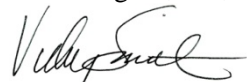
The Biology Department this fall has a total enrollment of 815 students generating 3,260 credit hours. This is approximately a 62% increase in enrollment since spring of 2009. The increased enrollment has required an increase in the number of supplies ordered to meet the student needs in the laboratories. These supplies include preserved specimens (pigs, cats, and sheep eyes and brains), petri dishes, cell culture media and reagents, urine reagent strips, blood typing kits, various antibiotic reagents, plant media, just to name a few.

No one individual company is able to provide all of the diverse items utilized for biology laboratory classes. Therefore, in order to secure the best prices from multiple vendors the College in Spring 2010 requested from a variety of vendors a three year bid for the most frequently purchased biology supplies. The result of the bid process was that each of the following companies, Carolina Biological Supply Company, Fisher Scientific and Cynmar Corporation, could provide best pricing on some of the items needed in the biology laboratories. Therefore, the department will be purchasing supplies from the three companies throughout the school year. Purchase from any one company may total over \$5,000.00; however, the total amount purchased from all three companies will not exceed \$35,000.00.

The cost is budgeted in the supply budget of the Educational Fund.

Recommendation

It is recommended that the Board of Trustees approves a total of \$35,000.00 to be spent on biology supplies for this academic year across the three supply companies: Carolina Biological Supply Company in Burlington, NC, Fisher Scientific in Batavia, IL and Cynmar Corporation in Carlinville, IL.



Vicky Smith
President

Request to Purchase
Carpet Tiles for Shah Center

Information

The carpet in the large conference room and receptionist area at the Shah Center is worn from the high amount of foot traffic they receive. The carpet seams have split and are not repairable, creating a safety concern. Replacing the worn area with carpet tiles will restore the area's safety to foot traffic. Installing carpet tiles instead of broadloom carpet will make repairs easier and less costly in the future, since individual carpet tiles can be replaced as needed.

The College has been conducting an evaluation on carpet tiles. Manufacturer Lees Carpets' photo finish DK943 has been installed in classroom C128. To date both the faculty and the custodial cleaning crew have provided outstanding reviews on the carpet. Based on their input, it is believed that the overall performance of this carpet will serve the College well.

The College requested quotes from three area vendors to replace the worn carpet with carpet tiles comparable to manufacturer Lees Carpets' photo finish DK943 style. The bid results are as follows:

	<u>Description</u>	<u>Mr. David's</u>	<u>Henricksen's</u>	<u>Howell's</u>
Carpet Tiles for Large Conference Room and Receptionist area	Labor-Removal of Old Carpet	\$600.00	\$525.76	\$800.00
	Dumpster Rental	--	481.25	--
	New Carpet Tiles	4,970.00	6,765.82	7,400.00
	Installation	<u>2,728.00</u>	<u>3,266.45</u>	<u>960.00</u>
Total		<u>\$8,298.00</u>	<u>\$11,039.28</u>	<u>\$9,160.00</u>

This cost is budgeted in the Deferred Maintenance/FCA account in the Operations and Maintenance, Unrestricted Fund.

Recommendation

It is recommended that the Board of Trustees approves the removal and disposal of old carpeting and installation of new carpet tiles for the large conference room and receptionist area at Shah Center for \$8,298.00 from Mr. David's, Itasca, IL.



Vicky Smith
President

Request to Purchase
Casper Suite for Mac OS

Information

The College’s expansion into the usage of Apple computer products continues. In 2009, there were 60 Macintosh computers and laptops in use on campus. In 2011, the College now has 75 of these devices as well as an additional 20 iPad mobile devices. Apple Mac computers are primarily used for unique and complex-configured technology labs that support our Digital Media and Digital Art classes, and by employees who need the capability of high-end graphics and web development computing. This type of computing requires a considerable amount of configuration, support and consultation by the IT End User Services department. Similar to the way Dell desktop and laptop computers are supported by the Symantec/Altiris Client Management Suite for the College’s Windows-based computers, the Apple Mac network and client systems need a similar suite of tools to provide a comparable level of support. Since Symantec only supports Windows-based PC’s, JAMF Software’s “Casper Suite” is the tool used to provide automated and remote support for Apple devices. As with Symantec, the Casper Suite provides remote access and troubleshooting, group deployment of images, and group deployment of software configuration and repair jobs. Given the current rate of mobile device growth on campus, Casper also provides similar capabilities for the iPad’s iOS operating system.

The total cost for the Casper Suite is \$11,000.00. This cost includes Mac client licensing, annual software maintenance, two days training of IT staff for the JAMF Jumpstart program (Implementation and Knowledge Transfer), one-time expense costs for onsite expert consultant guidance, and five software-build packages created specifically for particularly complex software programs on Macs at the College. The five build packages are specifically for the most complex or heavily-used programs used in the Mac environment (Adobe programs, Corel, and Office 2010 software applications). Each package saves at least one full day of technician configuration time per semester otherwise needed without the packages, so internal IT staff time is saved by using these packages.

Quantity	Description	Per unit	Total
100	Casper Suite for Mac OSX	\$27.00	\$2,700.00
100	Casper Suite for Mac OSX ASA	\$18.00	\$1,800.00
2	Jumpstart	\$2,000.00	\$4,000.00
5	Service Unit (Software Package Building)	\$300.00	\$1,500.00
2	Travel & Expense	\$500.00	\$1,000.00
	Total Cost		\$11,000.00

These services and supplies are exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (f) which reads, “purchase and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services.”

This expense is budgeted in the IT End User Services account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Casper Suite for Mac OS from JAMF Software, of Minneapolis, MN for \$11,000.00.



Vicky Smith
President

Request to Purchase
Custodial Floor Burnisher

Information

The College currently has a 15 year old burnishing machine used to polish floors. This machine is constantly breaking down, and it is no longer feasible to repair due to age and condition. The proposed replacement burnisher will be used across campus to maintain the cleanliness of the tile floors.

Quotes were received from the following companies:

<u>Quantity</u>	<u>Description</u>	<u>Metro Professional Products</u>	<u>Windsor Industries</u>	<u>Abel Supply Company</u>
1	Windsor Chariot I-Class Burnisher with Pad Holder, AGM Batteries and Auto Charger	<u>\$9,917.38</u>	<u>\$12,819.00</u>	<u>\$14,082.28</u>

This purchase is budgeted in the Custodial Maintenance Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a Chariot I-class burnisher with pad holder, AGM batteries and auto charger for \$9,917.38 from Metro Professional Products, Carol Stream, IL.



Vicky Smith
President

Request for Renewal
Collegiate Assessment of Academic Proficiency (CAAP) Test

Information

Assessment of student learning is a constant ongoing process at the College. One method of assessment utilized by the College is the Collegiate Assessment of Academic Proficiency (CAAP) test. This instrument assists in measuring our students' level of critical thinking as new students and as exiting students in the areas of mathematics, reading, writing, and science.

Students typically enroll in a MCC 101 College Experience course at the beginning of their career at the College. Instructors, with the help of the College's Testing Center, administer the CAAP test to students in MCC 101. The results of this test show students' level of critical thinking in mathematics, reading, writing and science at the beginning of their career at the College. Students are then required to take the CAAP test again just prior to graduation. These results show the students' level of critical thinking in mathematics, reading, writing and science at the end of their academic career at the College.

Results over time have shown that MCC students tend to perform very near to the national average in all areas (writing, reading, mathematics, and critical thinking). We tend to score higher than the national average in mathematics, and while our scores in the other areas vary, over time our students do perform slightly higher than the national average.

The American College Testing (ACT) program who is the sole provider of the CAAP test is an independent, non-for-profit organization that provides more than a hundred assessment, research, information, and program management services in the educational field. In order for MCC to assess all the new and graduating student approximately 2,300 tests will be given. The participation fee for FY 2011 school year to administer these 2,300 tests will not exceed \$20,000.00.

This expense is exempt from bidding requirements as stated in the Illinois Public Community College ACT Chapter 110 ILCS 805/3-27.1, exemption (1) which reads, "Contracts for goods or services which are economically procurable from only one source."

The expense is budgeted in the Assessment Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of the Collegiate Assessment of Academic Proficiency (CAAP) Instruments from ACT, Iowa City, IA, for a total cost not to exceed \$20,000.00.



Vicky Smith
President

Request to Purchase
Commercial Front Mower

Information

The machinery used by the Buildings and Grounds to mow, clean yard waste, and remove snow from walkways is old and not reliable anymore. To improve the efficiency of maintaining MCC's grounds, a new piece of machinery is needed. The John Deere equipment and attachments specified below are consistent and compatible with equipment the College currently uses.

The College initiated a request for bids, and the following were received:

	<u>Highway C Services</u>	<u>Schmidt Implement Co.</u>	<u>Buck Bros. Inc.</u>
• JOHN DEERE 1445 Series II Commercial Front Mower (Less Mower Deck)			
• JOHN DEERE 60 in. Heavy-Duty Two-Stage Snow Blower (For 1400/1500 Series II and Non-Series II Front Mowers)			
• JOHN DEERE Hard Cab (For 1400/1500 Series II and Non-Series II Front Mowers)			
• JOHN DEERE Heater Fitting			
• JOHN DEERE 60 Heavy-Duty Rotary Broom (For 1400/1500 Series II and Non-Series II Front Mowers)			
• JOHN DEERE 60 in. 7-Iron II Commercial Side Discharge Mower Deck (For 1400 Series II and Non- Series II Front Mowers)			
 TOTAL	 \$32,804.45	 \$33,816.05	 \$32,342.22

The Illinois Association of County Board Members and Commissioners (IACBMC) is a not-for-profit organization that assists the state's 102 counties in providing effective county governance to the people of Illinois. As a member of IACBMC, the College is able to receive volume-purchasing discounts as reflected above.

This purchase is exempt from the bid process as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads, "Contracts for goods or services procured from another governmental agency."

This machinery is budgeted in the Buildings and Grounds Account in the Operations and Maintenance Fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of a John Deere 1445 Series II Commercial Front Mower (Less Mower Deck) and the attachments and fittings as listed above for \$32,342.22 from the IACBMC through Buck Bros. Inc., Wauconda, IL.



Vicky Smith
President

Request to Purchase
Diploma Paper and Covers for Graduates

Information

The diploma is a treasured memento that signifies the successful completion of an academic course of study and substantiates a graduate’s educational accomplishment. The obtainment of a diploma is held in high regard amongst completers, academia, and the workforce. Approximately, one thousand five hundred (1,500) MCC students are expected to meet the necessary requirements in order to receive their diploma during fiscal year 2012.

The College needs to purchase the following material to supply diplomas to the one thousand five hundred (1,500) expected graduates.

<u>Description</u>	<u>Jostens</u>
Diplomas	
<ul style="list-style-type: none"> • Size: 9” x 7” • Paper: Standard American Parchment • Seals: 1-1/4” Embossed seal • Signatures: Printed on diploma • Variable text: Name, Degree, Major, Date • Cost per diploma based on a quantity of 1,500 @ \$2.29 ea. 	\$ 3,435.00
Diploma Covers	
<ul style="list-style-type: none"> • Size: 9” x 7” • Color: Black with smooth finish • McHenry County College and MCC seal embossed on front • Etching on left inside cover • Hinged on side • Cost per cover based on a quantity of 1,500 @ \$4.97 ea. 	\$ 7,455.00
Shipping	\$ 900.00
Total Cost:	\$11,790.00

Pricing is obtained through the Illinois Community College System Procurement Consortium (ICCSPC) which offers the best possible pricing.

This purchase is exempt from bidding requirements as stated in the Illinois Public Community College Act Chapter 110 ILCS 805/3-27.1, exemption (k) which reads: “contracts for goods or services procured from another governmental agency.”

The funds to purchase the diploma paper and covers are budgeted in the Academic and Student Affairs Graduation Account in the Education fund.

Recommendation

It is recommended that the Board of Trustees approves the purchase of 1,500 sheets of diploma paper at \$2.29 per sheet and diploma covers at \$4.97 each for MCC graduates, and shipping for a total cost of \$11,790.00 from Jostens, Woodridge, IL.



Vicky Smith
President

Request to Purchase
Emergency Power and Computer Server Room

Information

As a result of the past few months of extreme weather and power outages, the College engaged KJWW Engineering Consultants (via RuckPate Architects) to do a study of the current shortfalls in emergency power and computer server room environments at the College. The scope of the study covered an investigation of the College's current environment and a recommendation for improving redundant power and cooling systems for the College's IT computer server rooms at both the main campus and Shah Center. The study also investigated a number of other non-IT areas in the College requiring improved power backup capacity, such as power for sump pumps needed to prevent flooding in Building A. The study was completed during early September and recommendations were provided by KJWW, including estimated construction costs needed to implement the solutions. The study indicated the total estimated cost to implement all recommendations was expected not to exceed \$450,000.00.

With Board approval, the next step in the process is to gather the necessary design detail, specifications, and contingencies such that an RFP can be generated and bids received to perform the actual work. The cost to do this design work was built into the original \$450,000.00 estimate at approximately 12% of the total, or \$45,150. Consequently, this report is requesting approval for 80% of the total fee or \$36,084.00 for RuckPate and KJWW to cover the design and specification details needed to generate the RFP and assist in the public bidding process. After the RFP is released and bids are received and evaluated, the best option will be selected and a second Board report will follow with a recommendation to enter into a contract to complete the project.

Overall funding for this emergency power and computer server room solution is located in the Deferred Maintenance/FC Account in the Operations and Maintenance Fund and the ERP Contingency account in the General Institutional Fund.

Recommendation

It is recommended that the Board of Trustees authorizes RuckPate Architecture and its consultants KJWW Engineering to generate design detail and specifications for an RFP and assist in the public bidding process to address the emergency power and computer server room issues identified in the KJWW report. The total cost of the project shall not exceed \$450,000.00, of which \$45,150.00 would be for the architect and engineering fees.



Vicky Smith
President

Request to Purchase
Infrared Spectrometer MachineInformation

The chemistry department served 1096 students last year generating a total of 2333 credit hours. This growth in enrollment represents a 49% increase since FY 2009. The department offers a variety of lecture and laboratory courses in which students use equipment to test and mix chemical compounds.

One of the pieces of equipment utilized by student while taking chemistry coursework is an Infrared Spectroscopy Machine (IR machine). Specifically, the IR machine is used in organic chemistry. Students use the IR machine to quickly and efficiently determine the purity and functional group structure of the compounds created during lab.

The College's current IR machine is approximately 24 years old. During the Spring 2011 semester while upgrading the software associated with the equipment a permanent failure error occurred. Due to the age of the equipment it has been determined repair is not an option since parts and diagnostic software are no longer available.

Description	Cary	Sedico	Thermo Scientific
Nicolet iS10 FT IR Spectrometer	\$27,000.00	\$28,450.00	\$21,965.50

The expense is budgeted in the Chemistry Account in the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves a total of \$21,965.50 be spent with Thermo Scientific of Madison, WI for Nicolet iS10 FT-IR Spectrometer.



Vicky Smith
President

Request for Woodstock Center Lease Extension and Amendment

Information

On August 24, 2006, The Board of Trustees approved a five year lease agreement with Northern Prairie Properties, LLC for the Woodstock Center at 912 Trakk Lane in Woodstock, Illinois. This 4800 square foot facility includes a classroom, utility room, shop area and two restrooms. It has been used for the Welding Boot Camp, Artistic Welding, Electrical Code Training, and Manufacturing Essentials classes.

As the current lease will expire in October, 2011, the administration reviewed options for relocation of these programs. Grant funds that allow for additional space have not been announced, and the outcomes of the Facilities Master Planning process are under development, it was decided to negotiate a lease extension with Northern Prairie Properties, LLC. This extension allows MCC to cancel with 30 days' notice for any reason within the first year. During the last four years of the extension, the agreement may be cancelled by MCC for any reason with 90 days prior notice.

The first year rent will be \$2,100.00 per month or \$25,200.00 per year. The renegotiated monthly rent of \$2,100.00 is a reduction from the 2011 monthly payment of \$3,311.00. This lease will expire on September 30, 2016.

The funding for the lease payments is budgeted in the Auxiliary Fund and is offset by revenue generated from programs listed above.

Recommendation

It is recommended that the Board of Trustees approves the Woodstock Center lease extension and amendment for a five year term of the 4800 square foot facility at 912 Trakk Lane in Woodstock, IL, with Northern Prairie Properties, LLC, McHenry, IL.



Vicky Smith
President

Request for Approval of a Four-Day College Work Schedule for Summer 2012

Information

The College followed a Monday-Thursday, four, 10-hour day work schedule for Summer 2011. The College was closed on Fridays, Saturdays and Sundays during this time. The Shah Center remained open and exceptions were made for select areas of the main campus to operate in isolation as needed.

The proposed four, 10-hour day work week will begin on June 4 and end on July 27, 2012.

Recommendation

It is recommended that the Board of Trustees approves a Monday-Thursday, four, 10-hour day College work schedule for Summer 2012, to begin on June 4, 2012 and end on July 27, 2012.



Vicky Smith
President

Personnel Adjustments for Fall 2009
Transfer and Occupational Courses

Information

Listed below are adjustments for Fall 2009 Overload course:

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Sullivan, Sarah	BUS150601	10.00	0	988.87

Recommendation

It is recommended that the Board of Trustees ratifies the above personnel adjustment for Fall 2009 as listed above.



Vicky Smith
President

Personnel Adjustments for Spring 2011
Transfer and Occupational Courses

Information

Listed below are adjustments for Spring 2011 Overload course:

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Curfman, Donald J	ACC151003	20.00	0	2,027.25

Recommendation

It is recommended that the Board of Trustees ratifies the above personnel adjustment for Spring 2011 as listed above.



Vicky Smith
President

Personnel Adjustments for Summer 2011
 Transfer and Occupational Courses

Information

Listed below are adjustments for Summer 2011 Independent/Individualized/Internships:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Ambrose-Gerak, Mary	BUS241001	3	1	0	225.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Elliott, Lawrence Jr	Counseling	3,429.02	3,184.09
Holdeman, Julie A	Counseling	2,748.20	2,838.80
Lambke, Connie	AOM Classes	0	60.40
Lozier, Christopher	Counseling	5,003.57	5,353.47
Pishotta, Mark A	Counseling	2,446.20	2,551.90
Taylor, Amy S	Counseling	9,772.88	9,887.63
Zimmerman, Ellen M	MCC101 Faculty Leader	5,890.50	5,756.62

Recommendation

It is recommended that the Board of Trustees ratifies the above personnel adjustments for Summer 2011 as listed above.



Vicky Smith
 President

Continuing and Professional Education Personnel Considerations for Fall 2011

Information

Listed below are instructors to be hired for the Fall 2011 Semester:

<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid a flat rate:</u>	<u>\$ Amount</u>
Berry, K	NKC S04 001	ACT Prep Class	175.00
Berry, K	NKC S04 003	ACT Prep Class	175.00
<u>Part-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-course basis:</u>	<u>\$ Amount</u>
Small, J	9/24/2011	Defensive Driving Course – 8 Hour	300.00
Small, J	10/8/2011	Defensive Driving Course – 8 Hour	300.00
Small, J	10/29/2011	Defensive Driving Course – 8 Hour	300.00
<u>Full-time Personnel</u>	<u>Classes and Seminars</u>	<u>These are paid on a per-student basis:</u>	<u>\$ Amount</u>
Ziszik, C	NMD S01 010	CNA Retest	300.00
Ziszik, C	NMD S01 012	CNA Retest	300.00

Recommendation

It is recommended that the Board of Trustees ratifies the employment additions as listed above.



Vicky Smith
 President

Personnel Adjustments for Fall 2011
Transfer and Occupational CoursesInformation

Listed below are adjustments for Fall 2011 Transfer and Occupational courses and program development:

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Abrahamson, Nadia S	BIO157005	3	0	3,918.00
Allare, Robert P	HIS165001	3	0	1,905.00
Allare, Robert P	HIS170004	3	0	1,905.00
Allare, Robert P	HIS172001	3	0	1,905.00
Allen, Benjamin D	MCC101003	1	0	635.00
Altman, John L	ACC236001	3	0	2,070.00
Ambrose-Gerak, Mary	BUS241301	3	0	2,052.00
Ambrose-Gerak, Mary	BUS241601	3	0	2,052.00
Ambrose-Gerak, Mary	BUS241631	3	0	2,052.00
Amore, Cynthia A	FRS100001	2	0	435.00
Anderson, Barbara	MAT095006	4	0	2,612.00
Anderson, Barbara	MAT095007	4	0	2,612.00
Anderson, Rachel L	BIO157G02	3	0	1,905.00
Anderson, Rachel L	BIO157007	3	0	3,810.00
Anderson, Rachel L	BIO157008	3	0	3,810.00
Archambeau, Gena M	HRT120002	4	0	2,636.00
Arkenberg, Jerome S	HIS130001	3	0	2,160.00
Arkenberg, Jerome S	HIS131002	3	0	2,160.00
Bantz, Laura K	MGT150002	3	0	1,905.00
Bantz, Laura K	MGT205001	3	0	1,905.00
Barnard, Allison A	SPA101001	3	0	1,869.00
Barnard, Allison A	SPA151006	4	0	2,492.00
Baser, Julia A	MCC101001	1	0	653.00
Baser, Julia A	MCC101002	1	0	653.00
Baser, Julia A	MCC101106	1	0	653.00
Baser, Julia A	MCC101108	1	0	653.00
Baser, Julia A	MCC101110	1	0	653.00
Baser, Julia A	MGT150601	3	0	1,959.00
Becker, Peter D	CHM164006	3	0	3,996.00
Behun, William A	PHI151007	3	0	1,998.00
Behun, William A	PHI251008	3	0	1,998.00
Behun, William A	PHI251010	3	0	1,998.00
Beruscha, Melissa M	MAT099007	4	0	2,612.00
Beruscha, Melissa M	MAT099008	4	0	2,612.00
Blitek, Renee S	HRT229001	4	0	2,492.00
Bowman, Thomas C	DGM103001	6	0	4,140.00
Bowman, Thomas C	DGM125001	6	0	4,140.00
Bretz, John M	MAT095014	4	0	2,760.00
Brown, Shannon G	NAE100005	6	0	4,445.00
Bruce, Richard E	BUS145002	3	0	2,070.00
Bruce, Richard E	BUS145601	3	0	2,070.00
Bruce, Richard E	BUS150601	3	0	2,070.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Buckler, Andrew M	ENG151029	3	0	2,016.00
Buckler, Andrew M	ENG152007	3	0	2,016.00
Buckler, Andrew M	ENG152008	3	0	2,016.00
Burks, Steven J	CHM115001	6	0	4,212.00
Burks, Steven J	CHM265001	8	0	5,616.00
Campbell, James R	PHI251013	3	0	2,070.00
Campbell, James R	PHI261005	3	0	2,070.00
Campbell, James R	PHI261006	3	0	2,070.00
Castro, Miguel A	SPA151001	4	0	2,612.00
Castro, Miguel A	SPA151002	4	0	2,612.00
Castro, Miguel A	SPA252001	4	0	2,612.00
Catenazzo, Anthony R	PHI151001	3	0	1,998.00
Catenazzo, Anthony R	PHI151002	3	0	1,998.00
Catenazzo, Anthony R	PHI151005	3	0	1,998.00
Catenazzo, Anthony R	PHI251004	3	0	1,998.00
Catenazzo, Anthony R	PHI251006	3	0	1,998.00
Chapman, Joel W	HFE120007	2	0	1,380.00
Chapman, Joel W	HFE120050	2	0	1,380.00
Christensen, James D	ART241001	6	0	3,918.00
Cluchey, Joseph M	FRS101003	3	0	989.00
Cornelius, Erwin C	PLT150601	3	0	2,070.00
Cotey, Joseph E Jr	EGR151001	6	0	3,630.00
Crain, Wesley R	FRS150001	1	0	7,413.75
Daley, Peter F	ECO251005	3	0	1,959.00
Dallstream, David M	HIS172003	3	0	2,070.00
Davis, Donna S	MAT095001	4	0	2,636.00
Davis, Donna S	MAT095015	4	0	2,636.00
Davis, Tiffany E	CJS115001	3	0	2,106.00
Deak, Robin A	PSY151003	3	0	2,070.00
Deak, Robin A	PSY151004	3	0	2,070.00
Deak, Robin A	PSY250002	3	0	2,070.00
Deak, Robin A	PSY250003	3	0	2,070.00
Degross, Helene E	SPE151051	3	0	2,070.00
Dittus, Melanie K	ENG151041	3	0	2,070.00
Dittus, Melanie K	ENG151046	3	0	2,070.00
Dittus, Melanie K	ENG151048	3	0	2,070.00
Donato, William C	GEG123301	3	0	1,959.00
Douglas, Jason G	ENG151001	3	0	1,959.00
Douglas, Jason G	ENG151002	3	0	1,959.00
Drzal, Tina M	CLM100001	3	0	1,869.00
Drzal, Tina M	PAS101001	12	0	7,476.00
Dzike, Leslie A	ENG151030	3	0	1,959.00
Dzike, Leslie A	ENG152006	3	0	1,959.00
Dzike, Leslie A	ENG152014	3	0	1,959.00
Dzike, Leslie A	ENG152015	3	0	1,959.00
Elliott, Lawrence Jr	PSY151011	3	0	2,070.00
Elliott, Lawrence Jr	PSY151015	3	0	2,070.00
Esposito, Roxane M	NAE100B01	3	0	2,352.00
Fantacone, Leslie A	EDU251601	3	0	1,905.00
Flashing, Sarah J	PHI251002	3	0	1,959.00
Flashing, Sarah J	PHI251012	3	0	1,959.00
Forsythe, Elliott C	ANT151003	3	0	1,905.00
Gade, William T	MAT090002	3	0	1,905.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Gade, William T	MAT095003	4	0	2,540.00
Gade, William T	MAT095004	4	0	2,540.00
Gaughan, Patricia L	MUS153001	3	0	2,070.00
Gaylord, Paula Jm	EAS170001	5	0	3,175.00
Gaylord, Paula Jm	EAS171002	5	0	3,175.00
George, Rebecca H	ENG151034	3	0	1,905.00
George, Rebecca H	ENG151036	3	0	1,905.00
George, Rebecca H	ENG151039	3	0	1,905.00
Gordon, Jenay M	ART151003	3	0	2,016.00
Graham, Michele A	MCC101109	1	0	635.00
Graves, Lauren Y	ECE121001	3	0	1,905.00
Gregor, Christina L	ART151006	3	0	2,016.00
Gregor, Christina L	ART157001	6	0	4,032.00
Gregor, Christina L	ART230001	6	0	4,032.00
Griffith, Catherine	ENG151045	3	0	2,016.00
Gruba, Henry V	FRS122001	3	0	1,977.00
Grupczynski, Ann M	MAT074001	3	0	1,815.00
Grupczynski, Ann M	MAT078001	3	0	1,815.00
Gunto, David R	ENG151038	3	0	1,998.00
Guyer, Dawn M	ECE219001	3	0	1,905.00
Hagaman, Robert	HIS170003	3	0	2,160.00
Hageman, Jeffrey A	MAT099010	4	0	2,688.00
Hamill, Vicki L	HFE150001	3	0	2,016.00
Hamill, Vicki L	HFE150601	3	0	2,016.00
Hamill, Vicki L	HFE170701	1	0	672.00
Hamill, Vicki L	HFE171701	3	0	2,016.00
Hamill, Vicki L	HFE176701	3	0	1,680.00
Hankins, Kimberly O	GEG220001	3	0	1,905.00
Hankins, Kimberly O	GEG220002	3	0	1,905.00
Hankins, Kimberly O	GEG221001	3	0	1,905.00
Hankins, Kimberly O	GEG221002	3	0	1,905.00
Hansel, Matthew P	PLT151003	3	0	2,070.00
Harreld, Kristen A	ENG151047	3	0	2,016.00
Harreld, Kristen A	ENG151049	3	0	2,016.00
Healy, John D	ENG095010	3	0	2,070.00
Healy, John D	ENG151350	3	0	2,070.00
Helm, Corrine E	MAT099018	4	0	2,760.00
Helm, Corrine E	MAT201001	3	0	2,070.00
Henry, Marla I	MAT099012	4	0	2,612.00
Henry, Marla I	MAT099017	4	0	2,612.00
Hixson, David F	BUS240002	3	0	2,160.00
Hixson, David F	BUS241001	3	0	2,160.00
Hogan, Neal P	PHI251003	3	0	1,959.00
Hogan, Neal P	PHI251005	3	0	1,959.00
Holdeman, Julie A	MCC101112	1	0	318.00
Honeyman, Bradley D	ENG152016	3	0	1,905.00
Howard, Dean J	CIS110107	2	0	1,318.00
Hunt, Jennifer	HRT221001	4	0	2,636.00
Jackson, Beverly S	CIS090001	2	0	989.00
Jackson, Beverly S	CIS110002	2	0	1,318.00
Jackson, Beverly S	CIS110105	2	0	1,318.00
Jaffe, Christopher E	HIS170001	3	0	2,070.00
Jagielski, Rudolph	SPE151013	3	0	2,070.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Jagielski, Rudolph	SPE151015	3	0	2,070.00
Jahnke, Marianne F	EAS171003	5	0	3,175.00
Jahnke, Stephen Jame	ACC151005	3	0	2,070.00
Jahnke, Stephen Jame	ACC151006	3	0	2,070.00
Jezirowski, Agnes	HIS131003	3	0	1,905.00
Johnston, Sandra J	CLM101101	12	0	7,260.00
Jost, Helen Gallivan	MCC101118	1	0	345.00
Jost, Helen Gallivan	PHI251051	3	0	2,070.00
Kamarajan, Shanthy	MAT095019	4	0	2,760.00
Kamarajan, Shanthy	MAT161005	3	0	2,070.00
Kamarajan, Shanthy	MAT161010	3	0	2,070.00
Kearns, James R	ART271003	6	0	3,810.00
Kelley, Katherine A	ENG151021	3	0	1,905.00
Kelley, Katherine A	ENG151040	3	0	1,905.00
Keyzer, Deborah M	MCC101107	1	0	672.00
Keyzer, Deborah M	MCC101116	1	0	672.00
Keyzer, Deborah M	MCC101117	1	0	672.00
Khan, Rubina S	ENG151025	3	0	2,106.00
Khan, Rubina S	ENG151027	3	0	2,106.00
Khan, Rubina S	ENG151028	3	0	2,106.00
Kilberry, Deborah J	NAE100008	6	0	4,235.00
Kleisch, Elke A	RDG110004	3	0	2,052.00
Kleisch, Elke A	RDG110008	3	0	2,052.00
Korla, Anitha	MAT099011	4	0	2,540.00
Korla, Anitha	MAT161006	3	0	1,905.00
Koronkiewicz, Talia	MCC101105	1	0	327.00
Kostova, Zhanina M	FRE151001	4	0	2,688.00
Krahn, Thomas E	CIS132101	2	0	1,380.00
Krich, Amanda E	RDG110005	3	0	1,905.00
Kropp, Marilynn B	MCC101104	1	0	672.00
Kropp, Marilynn B	MCC101111	1	0	672.00
Kropp, Marilynn B	MCC101113	1	0	672.00
Kropp, Marilynn B	MCC101601	1	0	672.00
Kuhlin, Whitney Anne	MGT210001	3	0	1,959.00
Kunkel, Tracy S	PSY251002	3	0	1,905.00
Kvam-Holub, Janet A	MUS151005	3	0	2,160.00
Lambke, Connie	AOM101001	3	0	1,905.00
Lambke, Connie	AOM101002	3	0	1,905.00
Lambke, Connie	AOM101003	3	0	1,905.00
Lang, Sandra L	ART185001	6	0	4,140.00
Lang, Sandra L	HUM150513	3	0	2,070.00
Larsen, Amber G	ART151005	3	0	1,905.00
Larsen, Amber G	ART152001	4	0	2,540.00
Lear, Bryan J	ART241003	6	0	3,810.00
Lechowicz, Yvonne B	GER151002	4	0	2,612.00
Lechowicz, Yvonne B	GER152002	4	0	2,612.00
Lee, Rosalind	CHM165A01	3	0	2,160.00
Lee, Rosalind	CHM165A02	3	0	2,160.00
Lee, Rosalind	CHM165B01	3	0	2,160.00
Lee, Rosalind	CHM165B02	3	0	2,160.00
Lee, San A	CHM164B01	3	0	2,052.00
Lewis, Nikki G	HFE120004	2	0	1,318.00
Lilly, Peter J	CIS110109	2	0	1,210.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Lilly, Peter J	CIS145101	2	0	1,210.00
Linnekin, Jennifer J	ART151001	3	0	1,905.00
Linnekin, Jennifer J	ART151008	3	0	1,905.00
Linnekin, Jennifer J	ART171601	3	0	1,905.00
Linse-Zurio, Marybeth	BIO110F02	3	0	2,160.00
Linse-Zurio, Marybeth	BIO110004	6	0	4,320.00
Linse-Zurio, Marybeth	BIO110006	6	0	4,320.00
Lobue, David J	GEL101601	3	0	1,905.00
Lobue, David J	GEL103050	3	0	1,905.00
Mack, Stephen H	FRE252001	4	0	2,760.00
Maio, Robert S	ACC110001	4	0	2,540.00
Maio, Robert S	ACC110350	4	0	2,540.00
Mangano, Doris	NAE100A01	3	0	2,352.01
Mangano, Doris	NAE100A02	3	0	2,351.99
Manley, Douglas M	ART175601	3	0	2,070.00
Manley, Douglas M	ART250005	6	0	4,140.00
Marquardt, Lois	CHM164005	6	0	4,140.00
Martin, Mark	HRT130001	4	0	2,636.00
Mason, Larry W	CJS101005	3	0	1,905.00
Mathey, Guinevere F	JRN152001	3	0	2,070.00
Mathey, Guinevere F	JRN165001	3	0	2,070.00
McBride, Katherine M	AOM135001	3	0	1,815.00
McBride, Katherine M	AOM135002	3	0	1,815.00
McCrea, Philip J	BIO110C02	3	0	1,959.00
McCrea, Philip J	BIO110003	6	0	3,918.00
McElroy, Erin B	MCC101102	1	0	635.00
McElroy, Erin B	MCC101103	1	0	318.00
McInnis, Megan B	MAT095013	4	0	2,420.00
McInnis, Megan B	MAT096001	4	0	2,420.00
McLaughlin, Terri	ENG095001	3	0	2,070.00
McLaughlin, Terri	ENG095002	3	0	2,070.00
McQueen, Coy E	MGT150003	3	0	1,905.00
McSherry, Dennis P	SPE151021	3	0	1,959.00
McSherry, Dennis P	SPE151026	3	0	1,959.00
Medansky, Robert S	HFE103002	2	0	1,270.00
Melesio, Kathryn M	NAE100I01	3	0	2,352.00
Meny, Anne E	FRE151002	4	0	2,540.00
Meny, Anne E	FRE251002	4	0	2,540.00
Merrell, Aprildawn	MAT095005	4	0	2,760.00
Merrell, Aprildawn	MAT165006	5	0	3,450.00
Mezzano, Scott M	HFE120005	2	0	1,306.00
Mezzano, Scott M	HFE120006	2	0	1,306.00
Mezzano, Scott M	HFE121002	2	0	1,306.00
Mezzano, Scott M	HFE170101	1	0	653.00
Moeller, Victor J	ENG151015	3	0	2,070.00
Moeller, Victor J	ENG151018	3	0	2,070.00
Moeller, Victor J	ENG151020	3	0	2,070.00
Moeller, Victor J	ENG151035	3	0	2,070.00
Moore, James P	FRS220001	3	0	1,905.00
Morauw, Charlie Ann	PSY151005	3	0	1,959.00
Morauw, Charlie Ann	PSY151014	3	0	1,959.00
Morauw, Charlie Ann	PSY250001	3	0	1,959.00
Morgan, Dawn M	ART167002	6	0	3,810.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Morgan, Dawn M	ART168002	6	0	3,810.00
Mullaney, Michael	HFE120002	2	0	1,306.00
Mullaney, Michael	HFE120003	2	0	1,306.00
Murphy, Patric F	HFE103001	2	0	1,306.00
Musial, Frank	BUS150002	3	0	1,905.00
Mutert, Cara C	HFE105001	2	0	1,246.00
Mutert, Cara C	HFE105002	2	0	1,246.00
Mutert, Cara C	HFE290001	3	0	1,246.00
Neumann, Candace	MAT095008	4	0	2,636.00
Neumann, Candace	MAT095009	4	0	2,636.00
Nichols, Jody L	MAT090006	3	0	1,959.00
Nothnagel, Joseph L	PHY280A02	3	0	2,070.00
Nothnagel, Joseph L	PHY280001	6	0	4,140.00
Obradovich, Nicholas	ENG151024	3	0	1,905.00
Obradovich, Nicholas	ENG151032	3	0	1,905.00
Ollerenshaw, Joanne	DGM150001	6	0	4,104.00
Omeara, Lawrence	RDG089001	3	0	2,016.00
Pace, Danny G	AMT100002	6	0	3,954.00
Pedersen, Simon R	CLM101701	12	0	7,260.00
Perry, Louise J	SPE151006	3	0	2,160.00
Perry, Louise J	SPE151011	3	0	2,160.00
Petersen, Annette M	CIS110108	2	0	1,318.00
Peterson, Andrew P	RDG089002	3	0	1,905.00
Peterson, Andrew P	RDG110001	3	0	1,905.00
Peterson, Andrew P	RDG110002	3	0	1,905.00
Peterson, Anne Marie	BIO110007	6	0	3,918.00
Peterson, Anne Marie	BIO157006	6	0	3,918.00
Petty, Arthur E	MGT205601	3	0	1,959.00
Petty, Arthur E	MGT205631	3	0	1,959.00
Polich, Michael D	ANT151601	3	0	1,905.00
Pomerantz, Henry A	HIS171001	3	0	2,070.00
Pomerantz, Henry A	HIS172004	3	0	2,070.00
Ponzio, Peter J	ENG151004	3	0	1,959.00
Ponzio, Peter J	ENG151011	3	0	1,959.00
Ponzio, Peter J	ENG151033	3	0	1,959.00
Ponzio, Peter J	ENG151043	3	0	1,959.00
Powell, Brenda C	ENG095003	3	0	1,905.00
Powell, Brenda C	ENG095005	3	0	1,905.00
Powell, Brenda C	ENG151016	3	0	1,905.00
Powell, Brenda C	ENG151019	3	0	1,905.00
Quinn, Arleen	ENG152012	3	0	1,905.00
Quirk, Donald	ENG095011	3	0	2,052.00
Rademaker, Dana R	SPE151024	3	0	1,959.00
Rao, Jyoti K	MCC101112	1	0	318.00
Rasmussen, Matthew	PSY151010	3	0	1,905.00
Rasmussen, Matthew	PSY151012	3	0	1,905.00
Rasmussen, G. Robert	CIS110605	2	0	1,246.00
Reass, Robert M	MAT120004	3	0	2,070.00
Reed, Todd D	ART151601	3	0	1,905.00
Reed, Todd D	ART151603	3	0	1,905.00
Reed, Todd D	ART156003	6	0	3,810.00
Reising, Sonia	MCC101105	1	0	303.00
Revesz, Sara Diane	MAT095016	4	0	2,760.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Rezac, Anne S	SPE151008	3	0	1,905.00
Ridge, Sherry M	BUS160001	3	0	2,016.00
Riggin, Laurie A	ART151002	3	0	2,016.00
Riggin, Laurie A	ART155601	3	0	2,016.00
Riggin, Laurie A	ART171002	3	0	2,016.00
Robinson, Jennifer L	RDG090001	3	0	1,905.00
Robinson, Jennifer L	RDG090002	3	0	1,905.00
Robinson, Jennifer L	RDG090003	3	0	1,905.00
Rockwell, Mark D	PHI251001	3	0	1,905.00
Rockwell, Mark D	PHI251011	3	0	1,905.00
Rossman, Teri C	HFE250601	3	0	2,070.00
Rossman, Teri C	HFE250602	3	0	2,070.00
Russell, Susan A	ART151602	3	0	1,959.00
Rynders, Kevin J	FRS101003	3	0	989.00
Sabo, Sarah E	ART151007	3	0	1,905.00
Sachs, Neill G	EAS185002	3	0	2,070.00
Sachs, Neill G	GEG203003	3	0	2,070.00
Salhi, Ribhi I	PLT151004	3	0	1,959.00
Salhi, Ribhi I	PLT255001	3	0	1,959.00
Santos, Vicki A	PSY151009	3	0	2,160.00
Santos, Vicki A	PSY271001	3	0	2,160.00
Santos, Vicki A	PSY271601	3	0	2,160.00
Scardino, Cynthia E	DGM123001	6	0	3,630.00
Schaefer, David J	PSY151013	3	0	1,923.00
Scherman, Cathleen J	BUS155002	3	0	2,070.00
Scherman, Cathleen J	MGT150602	3	0	2,070.00
Schmid, Silvia	GER251001	4	0	2,736.00
Schmit, Meyrl E	PHI261003	3	0	1,905.00
Schmit, Meyrl E	PHI261004	3	0	1,905.00
Schneider, Kurt L	ACC250001	3	0	1,815.00
Schnowske, Elizabeth	NUR210A03	12	0	7,620.00
Schuerman, Paul A	MAT095012	4	0	2,540.00
Schultz, Linda	MAT161002	3	0	1,905.00
Schultz, Linda	MAT161009	3	0	1,905.00
Scott, Gina M	CIS110603	2	0	1,246.00
Seiler, Richard M	MCC101103	1	0	303.00
Senica, Eric T	CJS140001	3	0	1,959.00
Sergey, Thomas Michael	MUS151006	3	0	2,070.00
Sergey, Thomas Michael	MUS151007	3	0	2,070.00
Sherwood, Jennifer M	NUR110A03	12	0	7,620.00
Shuman, Karen S	SPE151018	3	0	1,959.00
Shuman, Karen S	SPE151019	3	0	1,959.00
Shuman, Mark N	ENG152017	3	0	1,905.00
Singer, Tara J	MUS240001	3	0	1,977.00
Skozek, Deborah Ann	ENG151017	3	0	1,977.00
Small, John E	SPE151029	3	0	2,016.00
Smothers, Amanda M	ENG151022	3	0	1,905.00
Smothers, Amanda M	ENG151023	3	0	1,905.00
Spillane, Susan J	PHY291001	3	0	3,810.00
Stanowski, Kristie A	SPE151020	3	0	1,905.00
Stanton, Lee A	HUM150601	3	0	2,070.00
Stanton, Lee A	HUM150602	3	0	2,070.00
Stanton, Lee A	HUM150603	3	0	2,070.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Staroske, Cynthia S	MCC101119	1	0	635.00
Steffen, Penny D	ENG151005	3	0	1,905.00
Steffen, Penny D	ENG151006	3	0	1,905.00
Stockwell, James C	JRN180006	3	0	2,070.00
Stockwell, James C	JRN180007	3	0	2,070.00
Stockwell, James C	JRN180008	3	0	2,070.00
Stone, Pamela A	MAT161008	3	0	2,070.00
Strang, David J	PHI261007	3	0	2,070.00
Sullivan, Michael J	MAT096002	4	0	2,760.00
Sullivan, Michael J	MAT099014	4	0	2,760.00
Sureshkumar, Miruthu	CHM164003	6	0	3,810.00
Sureshkumar, Miruthu	CHM164004	6	0	3,810.00
Swanson, Christina L	SOC151007	3	0	2,070.00
Swanson, Christina L	SOC151602	3	0	2,070.00
Szalaj, Steven J	MUS100001	2	0	1,380.00
Szymkowiak, Dennis R	RDG110006	3	0	1,959.00
Szymkowiak, Dennis R	RDG110007	3	0	1,959.00
Taylor, Dennis R	CHM115002	6	0	4,320.00
Tebeau, Cliff M	CHM164007	6	0	3,996.00
Theriault, Jennifer	RDG110003	3	0	1,905.00
Thillens, Melanie E	SPE151023	3	0	2,070.00
Thillens, Melanie E	SPE151050	3	0	2,070.00
Thillens, Melanie E	SPE151350	3	0	2,070.00
Thompson, Brandon G	ENG151003	3	0	1,905.00
Thompson, Brandon G	ENG151042	3	0	1,905.00
Thompson, Brandon G	ENG151201	3	0	1,905.00
Thompson, Susan E	DGM200001	6	0	3,630.00
Thorson, Kristen A	MKT120076	3	0	1,905.00
Tournier, Marilyn J	MAT095010	4	0	2,636.00
Tournier, Marilyn J	MAT095011	4	0	2,636.00
Travis, Katie E	HFE151101	2	0	1,246.00
Uhwat, Robert D	PHI151003	3	0	2,070.00
Uhwat, Robert D	PHI155001	3	0	2,070.00
Uhwat, Robert D	PHI155002	3	0	2,070.00
Uhwat, Robert D	PHI251301	3	0	2,070.00
Valdes Rivera, Armando	SPA252002	4	0	2,760.00
Valverde, Osiris	DGM160001	6	0	3,738.00
Valverde, Osiris	DGM210001	4	0	2,492.00
Vogt, Marlene R	BIO110E02	3	0	1,905.00
Vogt, Marlene R	BIO110005	6	0	3,810.00
Vorel, Kim F	ART184001	6	0	4,140.00
Vorel, Kim F	ART184002	6	0	4,140.00
Wales, James A	CJS101004	3	0	1,977.00
Wallen, Thomas J	BIO110A02	3	0	2,160.00
Wallen, Thomas J	BIO110001	6	0	4,320.00
Wallen, Thomas J	BIO110002	6	0	4,320.00
Webster, Ralph	FRS221001	3	0	1,977.00
Wence-Munoz, Gerardo	SPA152003	4	0	2,540.00
Wendling, Roy D	MAT099015	4	0	2,540.00
Wendt, Deborah J	MAT099003	4	0	2,540.00
Wendt, Deborah J	MAT099016	4	0	2,540.00
Wendt, Michael R	MAT099004	4	0	2,540.00
Wendt, Michael R	MAT099005	4	0	2,540.00

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
White, Sara K	BUS155001	3	0	2,016.00
White, Sara K	BUS155601	3	0	2,016.00
White, Sherry M	BUS155076	3	0	1,960.00
Wickman, Peter J	ACC152002	3	0	1,869.00
Wilbrandt, Robert A	BUS240001	3	0	2,160.00
Williams, Linda S	ART182002	4	0	2,688.00
Wittkamp, Roxanne	AOM130601	1	0	672.00
Wood, Marianne A	CIS110301	2	0	1,344.00
Wood, Marianne A	CIS110601	2	0	1,344.00
York, Giovanna Z	HRT161001	4	0	2,420.00
Young, Cynthia E	NUR110A02	12	0	7,620.00
Zopp, Marilyn A	MCC101101	1	0	720.00
Zopp, Marilyn A	MCC101118	1	0	360.00

Independent/Individualized/Internships

<u>Name</u>	<u>Assignment</u>	<u>Contact Hours</u>	<u>Number of Students</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Altman, John L	ACC152301	3	10	0	1,725.00
Barroso, Peter	IMT103301	3	7	0	1,495.67
Bowman, Thomas C	DGM290007	6	1	0	345.00
Huart, Lindsay M	BUS145001	3	9	0	1,469.25
McWilliams-Dunbar, J	ECE234001	3	10	0	1,587.50
Petty, Arthur E	MGT230301	3	9	0	1,469.25
Rasmussen, G Robert	CIS110632	2	2	0	207.67
Rasmussen, G Robert	CIS110633	2	4	0	415.33
Ridge, Sherry M	BUS162001	3	8	0	1,344.00
Ridge, Sherry M	MGT150301	3	5	0	840.00
Ridge, Sherry M	MGT230001	3	11	0	1,848.00
Rios, M Pili	CLM102001	12	7	0	4,445.00
Ryan, Kevin P	CMT115301	3	6	0	1,058.75
Tsilimigras, Demetri	CJS290001	3	10	0	1,587.50
Tsilimigras, Demetri	CJS290002	3	7	0	1,111.25
Wittkamp, Roxanne	AOM140001	3	8	0	1,344.00

Faculty Non-Teaching Roles

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Carson, Lindsay S	Mentor Stipend	0	105.00
Clark, Katherine A	Reference Librarian	0	13,598.28
Decio, Gabriel A	Mentor Stipend	0	105.00
Elliott, Lawrence Jr	Counseling	0	5,130.09
Erski, Theodore I	Additional Students - EAS	0	1,000.00
Fallon, Kelly A	Additional Students - BIO	0	525.00
Firak, Deborah L	Additional Students - BIO	0	1,000.00
Gunto, David R	Mentee Stipend	0	90.00
Hogan, Neal P	Class Prep Philosophy	0	244.88
Holdeman, Julie A	Counseling	0	2,084.25
Hovious, Amanda S	Reference Librarian	0	10,367.95

<u>Name</u>	<u>Assignment</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Humphrey, Anne	Mentor Stipend	0	105.00
Kelley, Katherine A	Mentee Stipend	0	90.00
Kleisch, Elke A	Mentor Stipend	0	210.00
Kuhlman, Mark R	Additional Students - BIO	0	1,000.00
Lambke, Connie	AOM Classes	0	79.38
Lambke, Connie	Mentor Stipend	0	105.00
Letteri, Cynthia Rogers	Member - CAPC	0	1,032.75
Linse-Zurio, Marybeth	Additional Students - BIO	0	675.00
Mathey, Guinevere F	Class Prep Speech	0	258.75
Midday, Katherine A	Mentor Stipend	0	105.00
Nelson, Elizabeth A	Reference Librarian	0	1,007.28
Peters, John E	Additional Students - BIO	0	1,000.00
Peterson, Andrew P	Mentee Stipend	0	90.00
Pishotta, Mark A	Counseling	0	6,729.15
Poe, Katrine L	Mentor Stipend	0	105.00
Power, Laura A	Mentor Stipend	0	105.00
Shuman, Mark N	Mentee Stipend	0	90.00
Smith, Robert D	Additional Students - BIO	0	1,000.00
Smothers, Amanda M	Mentee Stipend	0	90.00
Socol, Steven M	Additional Students - CHM	0	1,000.00
Staroske, Cynthia S	MCC101 Instructor Training	0	50.00
Therault, Jennifer	Mentee Stipend	0	90.00
Thompson, Brandon G	Mentee Stipend	0	90.00
Waters, Mark	Mentor Stipend	0	105.00
Whitcomb, Jessica M	Mentee Stipend	0	90.00
White, Sherry M	Mentor Stipend	0	105.00

Overload

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Arctander, Mark C	ART156002	20	0	2,065.50
Beggs, Thomm H	DGM167001	20	0	2,065.50
Braasch, Gerald	PSY151099	20	0	2,065.50
Cameron, Judi L	ANT151001	20	0	2,065.50
Carson, Lindsay S	SPA151003	26.66	0	2,753.93
Carson, Lindsay S	SPA151007	26.66	0	2,753.93
Carson, Lindsay S	SPA152002	3.33	0	344.21
Countryman, Antoinette	ENG151604	20	0	2,065.50
Countryman, Antoinette	ENG152002	20	0	2,065.50
Culp, Todd A	HIS170601	20	0	2,065.50
Culp, Todd A	HIS172002	20	0	2,065.50
Culp, Todd A	HIS172601	10	0	1,032.75
Curfman, Donald J	ACC110601	16.66	0	1,721.18
Decio, Gabriel A	ENG097001	20	0	2,065.50
Dow, Beverly D	BIO157009	20	0	2,065.50
Eckel, Mark G	MCC101099	5	0	516.37
Erski, Theodore I	EAS171A02	13.33	0	1,376.96
Erski, Theodore I	EAS171001	33.33	0	3,442.46
Farc, Maria-Magdalena	PSY151006	20	0	2,065.50
Geller, Jay	JRN180005	20	0	2,065.50
Geller, Jay	SPE151001	20	0	2,065.50
Geller, Jay	SPE151003	20	0	2,065.50

<u>Name</u>	<u>Assignment</u>	<u>Percent of Overload</u>	<u>Previously Approved \$</u>	<u>\$ Amount</u>
Goostree, Douglas C	DCFEMSTA	15	0	1,549.12
Goostree, Douglas C	FRS100001	4.44	0	458.95
Hamill, Paul D	EAS120001	40	0	4,131.00
Hamill, Paul D	EAS120601	40	0	4,131.00
Hamill, Paul D	EAS120602	15	0	1,549.12
Hand, Arthur James	ART250001	20	0	2,065.50
Hillstrom, Michael J	MUS101001	20	0	2,065.50
Hillstrom, Michael J	MUS140001	15	0	1,549.12
Hoy, Justin L	MCC101099	5	0	516.37
Hoy, Justin L	SOC151006	20	0	2,065.50
Irie, Matt J	ART153001	20	0	2,065.50
Johnson, Harriet A	FRS100001	4.4	0	454.41
Kaltenecker, Thomas	CLM103001	20	0	2,065.50
Kaltenecker, Thomas	DCCULPAA	20	0	2,065.50
Kramer, Katie L	EAS170002	6.66	0	688.43
Linder, Lisha S	DCECAEDA	25	0	2,581.87
Linder, Lisha S	ECE229001	6.66	0	688.43
Lush, Paige C	MUS161001	6.66	0	688.43
Peters, John E	BIO157002	40	0	4,131.00
Robison, Marie E	MAT090001	20	0	2,065.50
Smith, Robert D	BIO157A02	5	0	516.37
Smith, Robert D	BIO157001	40	0	4,131.00
Socol, Steven M	CHM164A02	20	0	2,065.50
Socol, Steven M	CHM164001	40	0	4,131.00
Socol, Steven M	CHM164002	3.33	0	344.21
Spangenberg, Bruce	HRT100001	26.66	0	2,753.93
Spangenberg, Bruce	HRT103001	40	0	4,131.00
Spangenberg, Bruce	HRT103002	28.33	0	2,926.09
Stahmann, Paul C	EAS170C02	13.33	0	1,376.96
Stahmann, Paul C	EAS170003	33.33	0	3,442.46
Stahmann, Paul C	EAS185601	20	0	2,065.50
Stahmann, Paul C	EAS185602	5	0	516.37
Taylor, Amy S	MEMBRCAPC	10	0	1,032.75
Tetreault, Mike J	CIS110104	13.33	0	1,376.96
Tetreault, Mike J	CIS110106	13.33	0	1,376.96
Tetreault, Mike J	CIS157001	6.66	0	688.22
Tetreault, Mike J	DCCISDMA	30	0	3,098.25
Van Sickle, Cynthia	ENG151050	20	0	2,065.50
Venkataswamy, Shiela	SOC101001	10	0	1,032.75
Vician, Tom J	ART273001	20	0	2,065.50
Winchester, Meredith	CIS290001	6.66	0	688.32
Winchester, Meredith	DCCISDMA	30	0	3,098.25
Winchester, Meredith	DGM100001	40	0	4,131.00

Recommendation

It is recommended that the Board of Trustees ratifies the above personnel adjustments for Fall 2011 as listed above.



Vicky Smith
President

Adult Education Personnel Considerations for Fall 2011

Information

Listed below are teachers to be hired for the Fall 2011 Semester in the Adult Education Program:

<u>Part-time Personnel – Adult Education classes:</u>	<u>Previously Approved</u>	<u>\$ Amount</u>	
Allen, N	ESL	0	2,804.00
Allen, N	ESL	0	184.80
Arboleda, R	ASF	0	3,104.00
Bazan, J	ESL	0	4,616.00
Carbajal, A	ASF	0	1,724.00
Carbajal, A	ASF	0	3,104.00
Cook, D	ESL	0	2,723.00
Cook, J	ESL	0	4,701.00
Cook, J	ESL	0	3,022.00
Cunningham, L	ESL	0	4,235.00
Davila, D	ESL	0	2,723.00
Day, M	ESL	0	3,104.00
Day, M	ESL	0	582.26
Hoag, M	ESL	0	4,616.00
Hoag, M	ESL	0	1,319.00
Hoag, M	ESL	0	494.28
Howard, G	ESL	0	3,104.00
Kanter, M	ESL	0	2,968.00
Kanter, M	ESL	0	2,968.00
Leiton, M	Spanish GED	0	1,160.50
Lukaczyk, A	ESL	0	4,574.00
Martin, N	ABE	0	2,541.00
McCord, L	ESL	0	4,616.00
Metzger, B	GED	0	2,420.00
Metzger, B	ASE	0	2,723.00
Mitchell, R	GED	0	2,308.00
Mitchell, R	ASE	0	1,878.00
Olson, K	ABE Math	0	1,960.00
Palmer, S	ESL	0	2,968.00
Palmer, S	ESL	0	556.07
Paluch, K	ABE	0	2,223.00
Riggs, L	ABE Math	0	2,940.00
Riggs, L	ABE Reading	0	2,940.00
Rudnik, L	ESL	0	2,886.00
Schleich, C	ESL	0	2,968.00
Schleich, C	ESL	0	514.88
Shank, J	ABE Reading	0	2,940.00
Shank, J	Adv ESL	0	2,940.00
Shinabarger, B	ESL	0	4,828.00
Sitkiewicz, B	GED	0	2,541.00

<u>Part-time Personnel – Adult Education classes:</u>		<u>Previously Approved</u>	<u>\$ Amount</u>
Soto, O	ESL	0	2,968.00
Soto, O	ESL	0	535.47
Weaver, M	ASE	0	2,723.00
Zywiciel, E	ESL	0	3,022.00

Recommendation

It is recommended that the Board of Trustees approves the employment additions for Fall 2011 as listed above.



Vicky Smith
President

Appointment of New
Administrative Assistant, Physical Facilities

Information

At the August 2011 Board meeting, the Board of Trustees approved the new full-time professional position of Administrative Assistant, Physical Facilities. Christine Fischer has been recommended to fill this position. Ms. Fischer has an Associate’s Degree in Administrative Office Management from McHenry County College, Crystal Lake, IL. Her experience is as follows:


- 2004 – Present Secretary, Academic and Student Affairs (2011 – Present)
 Administrative Assistant to Executive Dean of Mathematics
 and Sciences (2006 – 2011)
 Employment Services Assistant (2004 – 2006)
 McHenry County College, Crystal Lake, IL

- 1999– 2003 Administrative Assistant, Purchasing Department
 Medela, Inc., McHenry, IL

Thirty-three applications were received, and the search committee interviewed three candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Christine Fischer to the professional position of Administrative Assistant, Physical Facilities, effective September 26, 2011 at a twelve-month salary of \$41,892.00


 Vicky Smith
 President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	\$33,760.00	\$48,108.00	\$62,456.00	\$37,662.56	\$41,892.00	Not Applicable

POSITION: ADMINISTRATIVE ASSISTANT, PHYSICAL FACILITIES

CLASSIFICATION: Professional / Full-time **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Assist the Director of Physical Facilities in carrying out administrative responsibilities and provide support services to the Physical Facilities, including Roads and Grounds, Building Maintenance and Custodial.

ESSENTIAL JOB FUNCTIONS:

- Provide confidential administrative support to the Director of Physical Facilities
 - Create documents and forms, compose written correspondence, record meeting minutes, develop and maintain files, process confidential information
 - Entry, retrieval, and maintenance of computer data as required (School-dude, ISES, ERP, and other mainframe systems)
 - Process and maintain departmental records regarding requisitions, purchase orders, payment requests, budget transfer journal entries, travel vouchers, and supplies
 - Serve as a resource and primary contact for the Director and the department
- Provide divisional coordination with other administrative departments within the College
- Administer the day-to-day aspects of the work ticket program for the Physical Facilities
- Assist in the planning, research, and development of special projects
- Assist in planning, developing, and monitoring the annual budget
- Work with Director, Supervisors, and Coordinators to develop and/or monitor the following:
 - Contracts, licensing agreements, and maintenance agreements with outside agencies
 - Preparation of Board Reports
 - Maintenance of departmental schedules and support hours files
 - Maintain all other project and operation files, and official records
- Track the detailed expenditures of all Physical Facilities related budgetary accounts and advise the Director of upcoming issues
- Arrange internal and external meetings
- Serve as departmental representative at cross-departmental and professional meetings, seminars, and workshops as requested
- Responsible for ordering supplies
- Additional duties as assigned by Director of Physical Facilities

SUPERVISION: Under the direct supervision of the Director of Physical Facilities.

MINIMUM POSITION REQUIREMENTS:

EDUCATION:

High school graduate or equivalent, with specialized training and/or college level coursework required. Associate's Degree preferred.

EXPERIENCE: Five years related experience.

SKILLS AND ABILITIES:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Internet
- Ability to become proficient in work ticket systems, and use of office technology
- Bookkeeping skills
- Demonstrated ability to handle confidential information with discretion
- Demonstrated ability to meet deadlines and handle multiple assignments simultaneously
- Organizational and planning skills
- Detail oriented
- Strong written and oral communication skills, with ability to effectively communicate with individuals at all levels of influence
- Ability to work independently, self-starter
- Professional image and demeanor
- Maturity
- Ability to work under pressure
- People and service oriented
- Ability to safely lift up to 25 lbs. unassisted
- Able to perform all of the essential functions, skills and abilities of the position

ISSUED: June 2011 / Range 8

Appointment of New
Building Maintenance Specialist, HVAC

Information

Add information here

Recommendation

Add information here



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee

Appointment of New
Scholarship Coordinator and Administrative Assistant,
Friends of MCC Foundation

Information

The resignation of Barbara Whittaker, Receptionist/Office Assistant, Friends of MCC Foundation effective January 28, 2010, created a vacancy for this part-time position, which was subsequently revised and reclassified in July, 2011 to the current part-time position of Scholarship Coordinator and Administrative Assistant to the Executive Director, Friends of MCC Foundation. Brenda Stiff has been recommended to fill this position. Ms. Stiff has a Bachelor of Science in Environmental and Public Health from the University of Wisconsin, Eau Claire, WI. Her experience is as follows:

2009 – Present	Tutor, Test Facilitator McHenry County College, Crystal Lake, IL
2006 – 2007	Sales Representative Bankers Advertising, Iowa City, IA
1984 – 1991	Quality Assurance Manager Policy Management Systems, Bloomingdale, IL

Forty-eight applications were received, and the search committee interviewed seven candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Brenda Stiff to the part-time professional position of Scholarship Coordinator and Administrative Assistant to the Executive Director, Friends of MCC Foundation, effective September 26, 2011 at a twelve-month salary of \$27,752.00 (based on a 30 hour work week).



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
8	* \$25,318.00	\$36,083.00	\$46,847.00	Not Applicable	\$27,752.00	Not Applicable

*Based on 30 hours/week

POSITION: **SCHOLARSHIP COORDINATOR AND ADMINISTRATIVE ASSISTANT TO THE EXECUTIVE DIRECTOR, FRIENDS OF MCC FOUNDATION**

CLASSIFICATION: Professional / Part-time **WORK YEAR:** 12 Months

WORK WEEK: 30 hours/week; flexible to work between the hours of 8:00 a.m. to 4:30 p.m. and/or work additional hours, if necessary

PRIMARY PURPOSE: Coordinate and cultivate scholarship development and donor stewardship and to maintain comprehensive Foundation records for the Foundation and Executive Director.

ESSENTIAL JOB FUNCTIONS:

- Prepare and track all cash gifts received by the Foundation, including receiving, reporting, and depositing them, generating and noting acknowledgements sent and credit card payments
- Generate payment requests, process checks, and prepare financial reports for the Foundation
- Work together with Development Specialist in maintaining financial records for the Foundation including, maintenance and monitoring of checking and Money Market accounts. Monitor balances in local and investment portfolio accounts; work together with investment advisor to recommend fund transfers based on Foundation investment policies, preparation of wire transfers between accounts, and maintain and monitor Foundation accounts on the mainframe
- Assist Development Specialist in preparing of all necessary information for the Foundation's annual audit and federal tax returns and assist the outside auditor with each. Know and follow federal guidelines for document retention and destruction
- Assist in the preparation of the annual budgets for the Foundation Support department and the Foundation and track performance of both through the year
- Prepare all purchase orders, invoices, and request for payment for the Foundation Support department and the Foundation
- Monitor Foundation accounts on mainframe for monthly and annual closing to ensure deposits are recorded on mainframe system
- Work closely with the Financial Aid Office and Business Office to ensure Foundation financials match and are in good standing
- Attend and prepare recommendations for Foundation Board, Executive Committee and Finance Committee meetings, record and distribute the minutes and meeting notices
- Supervise temporary, student, and volunteer staff when appropriate
- Assist with planning and implementation of Foundation events and fund raising appeals including assistance with financial transactions and volunteer direction, as well as, acting as photographer
- Plan and manage annual Scholarship reception; track reservations vs. payments for Foundation fund raising events; maintain event budgets, and create and keep record of post-event thank-you letters
- Manage coordination of Foundation meetings and retreats, including initiating and maintaining RSVP lists and making site arrangements
- Coordinate Friends of MCC Foundation scholarships; work directly with donors to produce scholarship agreements, secure scholarship gifts and assist Exec. Director in the stewardship of donors
- Monitor scholarship funds balances to accurately produce scholarship announcements and verify recipients meet criteria to receive and maintain scholarships. Develop and maintain scholarship agreements that clearly define the scholarship status, scope, and award criteria

**SCHOLARSHIP COORDINATOR AND ADMINISTRATIVE ASSISTANT TO THE
EXECUTIVE DIRECTOR, FRIENDS OF MCC FOUNDATION – Page 2**

- Work with scholarship recipients and Financial Aid to resolve appeals by investigating eligibility and recommending exceptions to Executive Director when necessary
- When active, coordinate the First Generation College Opportunity Award process, including all coordination with the schools, record keeping on recipients, and arrangements for presenters at graduation and honors ceremonies
- Maintain records for all artwork owned by FMCCF. Coordinate with art collection curator regarding conservation, maintenance of collection, additions to the collection, and loans of the collection
- Develop, maintain, and update an accounting process and procedure manual. Maintain and update a job procedure manual, including, but not limited to, financial records, gift acknowledgements, scholarship stewardship, the Portrait in Print collection, and other works of art
- Work with Executive Director in developing and maintaining a list of donor naming opportunities with policies and procedures. Coordinate with Development Specialist to track all named gifts
- Prepare and distribute regular correspondence to the Foundation Board of Directors
- Keep Foundation policies, bylaws and official documents up to date
- Monitor information on the Foundation web site, suggesting revisions and additions as needed
- Perform general administrative support functions
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the direct supervision of the Executive Director, Friends of MCC Foundation.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Associate's Degree or equivalent required. Bachelor's Degree preferred.

EXPERIENCE:

- Three or more years related experience, including experience in bookkeeping and/or accounting, database management and financial record keeping
- Preference given to candidates with experience using Raiser's Edge fund raising management software by Blackbaud
- Experience with events management and direct customer service also desirable

SKILLS AND ABILITIES:

- Professional and ethical behavior with understanding of discretion and confidentiality is essential
- Must have the ability to establish rapport with students, alumni, community members, College staff, and other appropriate stakeholders
- Accounting and financial management skills essential
- Proficient in Microsoft Office Suite applications (Word, Excel), including software specific to Foundation
- Strong public relations and communication skills to effectively manage a high level of staff, volunteer and public contact with the office
- Ability to use digital camera and ability to quickly learn new computer software
- Demonstrated ability to handle confidential information with discretion
- Demonstrated ability to meet deadlines and handle multiple assignments simultaneously
- Strong organizational and planning skills and detail oriented
- Able to perform all of the essential functions, skills and abilities of the position

REVISED: July 2011 / Range 8

Appointment of New
Vice President for Institutional Advancement

Information

At the June 2011 Board Meeting, the Board of Trustees approved the new full-time administrative position of Vice President for Institutional Advancement. Laura Brown has been recommended to fill this position. Ms. Brown has a Bachelor of Arts in Elementary Education/Therapeutic Recreation from College of St. Francis, Joliet, IL and is currently working towards a Master of Arts in Marketing from the University of St. Francis, Joliet, IL. Her experience is as follows:

2010 – Present	Director of Annual Giving and Alumni Harper College, Palatine, IL
2005 – 2010	Executive Director YMCA of Chicago Metropolitan – Buehler YMCA, Palatine, IL
2002– 2005	Executive Director United City of Yorkville, IL
1997 – 2002	Superintendent of Development Western DuPage Special Recreation Association, Carol Stream, IL

Twenty-four applications were received, and the search committee interviewed four candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Laura Brown to the administrative position of Vice President for Institutional Advancement, effective October 17, 2011 at a twelve-month salary of \$109,000.00



Vicky Smith
President

POSITION: **VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

CLASSIFICATION: Administrative / Full-time **WORK YEAR:** 12 months

PRIMARY PURPOSE: Provide strategic, college-wide leadership for the institutional advancement areas, including: development and private fund raising, grants program, governmental relations, marketing and communications, institutional research, college-wide planning, institutional effectiveness, and external relations. Institutional Advancement departments will be responsible for activities that provide the framework for building strong support and lasting relationships with a variety of constituencies, including alumni, community members, donors, lawmakers, the media, parents, and friends.

ESSENTIAL JOB FUNCTIONS:

- Plans, develops, implements, and maintains an effective, comprehensive, and integrated institutional advancement and planning program
- Responsible for cultivating external audiences to enhance the College's reputation, financial resources and constituent relationships
- Provides leadership and oversight in all matters relating to fundraising, alumni relations, marketing and communications, institutional research, institutional effectiveness, government and public affairs, planning, and community outreach
- Directs all government relations programs and activities including state and federal policy, grant and appropriation earmark projects development, and develops government affairs strategies and elected representative relationships
- Develops and implements coordinated annual strategic plans for government and external relations, for public information and media relations, grant and fundraising activities, institutional effectiveness, and for promoting the college and its programs and services to its many constituencies
- Assists the Executive Director of the MCC Friends of the Foundation in maintaining an effective friend and fund raising program
- Keeps abreast of innovations and trends in institutional advancement and educates College personnel accordingly
- Serves as a College ambassador to promote the College's interests with various civic, business, community, political, educational, and other not-for-profit organizations and leaders; works collaboratively with other units to help achieve the College's goals
- Assists the President in the development of community engagement strategies
- Supports and participates in the College's commitment to continuous improvement and the AQIP process of accreditation through appropriate participation in Action Team activities
- Performs all other duties necessary to accomplish the educational, administrative, and financial objectives of the College as assigned by the President

SUPERVISION: Reports to the President. Supervises the following positions: Director of Marketing and Public Relations, Director of Institutional Research, Director of Resource Development, Director of Institutional Effectiveness, and the Executive Director of MCC Friends of the Foundation.

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's Degree from an accredited institution required. Masters or Doctorate preferred.

EXPERIENCE:

- At least 5 years of solid, progressively responsible senior-level executive experience in administration, particularly in the areas encompassed by this vice presidency, with demonstrated results in managing people and tasks in a highly complex work environment, preferable in community college or higher education
- Demonstrated knowledge of the operational areas of Institutional Advancement as delineated above and comprehensive understanding of their inter-relationships
- Experience in strategic planning, program planning, supervision and financial management
- Proven ability to plan and lead fund raising campaigns strongly preferred

SKILLS AND ABILITIES:

- Excellent oral, written, and interpersonal communication skills, problem solving, time management
- Technological competence; the ability to utilize technology to improve efficiency, including the use of database software and proficiency in Microsoft Office
- Record of successful leadership and team management
- Ability to build alliances within and outside an organization
- Ability to maintain relationships with significant and influential individuals
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to persuade and influence
- Ability to maintain the highest standards of ethics and have a high level of integrity and dependability
- Ability to work well under pressure and adapt easily to changing situations and priorities
- Able to perform all of the essential functions, skills, and abilities of the position

ISSUED: June 2011 / No Range

Appointment of Rehire
Grants and Customer Service Assistant

Information

At the May 2011 Board Meeting, the resignation of Laura Diaz, effective May 13, 2011, was accepted. Laura resigned from her position because her family was relocating to another state. This created a vacancy for the full-time professional position of Grants and Customer Service Assistant. The College did a search to refill the position but was unable to find a candidate to fill the position.

Recently, Laura's plan to relocate changed and she is no longer leaving the state. Therefore, the College would like to reinstate Laura to her previous position of Grants and Customer Service Assistant. She would be reinstated at her same pay and seniority level as when she left.

Recommendation

It is recommended that the Board of Trustees approves the appointment to rehire Laura Diaz to the full-time professional position of Grants and Customer Service Assistant, effective September 23, 2011 at a twelve-month salary of \$34,757.54.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
7	\$31,049.00	\$44,245.00	\$57,441.00	Not Applicable	\$34,757.54	\$34,757.54

POSITION: **GRANTS AND CUSTOMER SERVICE ASSISTANT**

CLASSIFICATION: Professional / Full-time **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Assist the Center for Corporate Training with grants, budgets, financial support, and marketing.

ESSENTIAL JOB FUNCTIONS:

- Process student registration, customer invoices, purchase or payment requests, and instructional material orders for the Center for Corporate Training
- Serve as TIPPAR for the Center for Corporate Training
- Administer grants for the Center for Corporate Training
- Training and grant database facilitator. (Center for Corporate Training Grants.)
- Compile and collect necessary grant paperwork for state reporting, including contact with grant-funded companies, individuals, and trainers
- Generate and maintain budget spreadsheets for the Center for Corporate Training
- Search for grants for the Shah Center programs in collaboration with the MCC Resource Development Department
- Design and send out E-Blasts (E-mail promotion of new training topics, seminars, courses, and information from the Center for Corporate Training, the Illinois Small Business Development Center, and other MCC offerings of interest to the business community)
- Compile and maintain e-mail lists for E-Blasts
- Assist in the preparation for presentations of meetings, seminars, and workshops; i.e., PowerPoint, Excel, etc.
- Design, generate, and oversee scanning of division surveys in Survey Tracker Plus software
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under the supervision of the Executive Director of Shah Center Programs.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

High school graduate. Must have specialized training in data processing and information systems/records management. Some college preferred.

EXPERIENCE:

- Two or more years related experience with grant management
- Two or more years related experience with data entry and retrieval operations in an online environment

SKILLS AND ABILITIES:

- Must have strong customer service orientation skills
- Ability to maintain clear, concise, detailed records
- Proficient in Microsoft Office Suite
- Sense of responsibility and discretion/confidentiality
- Ability to work with required deadlines
- Must be able to maintain effective relations with persons involved with all aspects of the grant processes
- Ability to deal effectively with the public and College staff by phone and in person
- Able to perform the essential functions, skills and abilities of the position

REVEIWED: March 2009 / Range 7

Appointment of Replacement
Adult Education Coordinator of Instruction

Information

The resignation of Matthew Huseby, effective June 30, 2011, created a vacancy for the full-time professional position of Adult Education Coordinator of Instruction. Sherry May has been recommended to fill this position. Ms. May has a Bachelor of Science in Business Management and a Master of Education in Adult, Continuing and Literacy Education from National-Louis University, Chicago, IL. Her experience is as follows:

2011 – Present	Sales Consultant CSC Learning, Chicago, IL
2007 – 2011	GED and Workforce Development Manager College of DuPage, Glen Ellyn, IL
2006 – 2007	Consultant/Trainer Demsar, Inc., Elgin, IL
2001 – 2006	ABE/GED Coordinator/Instructor Elgin Community College, Elgin, IL

Seventeen applications were received, and the search committee interviewed three candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Sherry May to the professional position of Adult Education Coordinator of Instruction, effective September 26, 2011 at a twelve-month salary of \$42,500.00.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$36,473.00	\$51,974.00	\$67,475.00	Not Applicable	\$42,500.00	\$58,096.55

POSITION: **ADULT EDUCATION COORDINATOR
OF INSTRUCTION**

CLASSIFICATION: Professional / Full-time **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Coordinate, develop, implement and monitor all phases of programs related to curriculum, faculty development and instruction.

ESSENTIAL JOB FUNCTIONS:

- Instruction
 - Select and hire site liaisons and instructors
 - Facilitate new instructor orientations and faculty development workshops
 - Observe and evaluate instructors
 - Oversee daily activities of site liaisons and instructors
- Planning and coordination
 - Assist with planning annual course calendar
 - Schedule classrooms and place instructors
 - Arrange and coordinate the use of off-site locations
 - Coordinate staff development activities and teachers' meetings
 - Coordinate instructional activities
 - Select off-campus locations and coordinate off-site classes
 - Assist with coordination of special events and marketing
- Curriculum
 - Evaluate and recommend revisions to curriculum
 - Evaluate and select course materials
 - Implement curriculum revisions
 - Coordinate instructor training to implement new curriculum
 - Assist in connecting adult education curriculum to college curriculum
- Reporting/communicating
 - Ensure accurate and timely submission of records and reports from teachers
 - Prepare grant reports and maintain records related to instructors and instruction
 - Assist Dean of Adult Education with grant proposals and reports
 - Prepare and distribute information for instructors
 - Act as communication link between the College, off-site locations, the department, instructors, and the community
 - Coordinate and distribute information pertaining to teaching excellence
 - Work closely with and maintain strong communications links with Coordinator of Literacy and Support Services (especially regarding scheduling tasks)
- Additional duties as assigned by immediate supervisor

SUPERVISION: Reports to Dean of Adult Education. Provides daily direction to instructors.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION: Master's Degree in Adult Education – TESOL, Linguistics, or related area.

EXPERIENCE:

- Experience in curriculum writing and evaluation
- Two years direct experience with instruction of ESL and adult students
- Experience in grant writing and grant administration preferred

SKILLS AND ABILITIES:

- Knowledge of educational support services
- Office computer skills and knowledge of educational technology
- Ability to work flexible hours
- Able to perform all of the essential functions, skills, and abilities of the position

REVISED: April 2010 / Range 9

Appointment of Replacement
Director of Financial Aid

Information

Add information here

Recommendation

Add information here



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee

Appointment of Replacement
Graphics and Publication Specialist

Information

The resignation of Audra Schlaupitz, effective June 9, 2011, created a vacancy for the full-time professional position of Graphics and Publication Specialist. Nicole Richardson has been recommended to fill this position. Ms. Richardson has a Bachelor of Science in Graphic Design and Photography from Illinois State University, Normal, IL. Her experience is as follows:

2008 – Present	Graphic Designer DCC Marketing, Decatur, IL
2008	Graphic Design Intern CTLT, Normal, IL
2007	Graphic Design Intern Design Streak Studio, Normal, IL

Sixty-seven applications were received, and the search committee interviewed ten candidates.

Recommendation

It is recommended that the Board of Trustees approves the appointment of Nicole Richardson to the professional position of Graphics and Publication Specialist, effective October 17, 2011 at a twelve-month salary of \$41,000.00



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary	Current Salary	Salary Offer	Salary of Replaced Employee
9	\$36,473.00	\$51,974.00	\$67,475.00	Not Applicable	\$41,000.00	\$39,773.50

POSITION: **GRAPHICS AND PUBLICATIONS SPECIALIST**

CLASSIFICATION: Professional / Full-time **WORK YEAR:** 12 months

WORK WEEK: 40 hours; occasionally additional hours may be required.

PRIMARY PURPOSE: Prepare creative layout and digital files for the production of the College catalog, course schedules, marketing campaigns, annual report, and other promotional efforts, both in print and online.

ESSENTIAL JOB FUNCTIONS:

- Manage design and layout for credit and noncredit course schedules
- Manage layout for annual College catalog
- Coordinate production schedules and details of College publications with printers and internal customers/staff
- Collaborate with writer(s) and photographer on College publications
- Provide creative concepts and graphic design for other College publications, as needed
- Demonstrate an understanding of project management methodology and utilize project management concepts in execution of daily work
- Lead an active effort to acquire and review publications and marketing materials from other colleges to prompt the continuous improvement of MCC marketing materials
- Create logos, design and layout brochures, print ads, banner ads, and other online communications, draw and print charts, graphs, maps, illustrations, html coding, and other related artwork as needed
- Assist College staff by developing and training them in the use of templates that will allow them to produce basic flyers and communication pieces on their desktop
- Work closely with writer(s) and Media Relations Specialist to assess and meet the publication needs of various departments
- Meet weekly with other design and creative staff to strengthen concept development skills, communication, and provide support
- Consult with MCC employee clients on a project-by-project basis, advising them in all pre-production planning and assisting them with production procedures and processes
- Meet all deadlines mutually determined with the project originator and/or Director of Marketing and Public Relations
- Contribute to the overall success of Marketing and Public Relations department efforts
- Continue to develop professional skills to stay current with technology and new developments in the profession
- Think creatively to produce new concepts and ideas
- Responsible for efficient electronic files for all creative projects and resources, including layout and photo archiving
- Additional duties as assigned by immediate supervisor

SUPERVISION: Under direct supervision of the Director of Marketing and Public Relations.

MINIMUM POSITION REQUIREMENTS:

EDUCATION: Associate's Degree in Graphic Design or equivalent. Bachelor's Degree preferred.

EXPERIENCE:

- Three plus years of experience in a related field required. Previous experience in graphic design, publications layout, and/or computer graphics preferred.
- Familiar with word processing and have desktop publishing background in a Macintosh environment.

SKILLS AND ABILITIES:

- Thorough knowledge of and experience with:
 - Macintosh OS X
 - MS Office Suite
 - Adobe InDesign CS
 - Illustrator 7.0 and above
 - Photoshop 6.0 and above (ImageReady)
 - Director or AfterEffect
 - Macromedia Dreamweaver, Flash and Fireworks
 - Quark Xpress
- Professional level skills in typesetting, layout, keylining, integration of photography and illustration, and use of equipment and software required
- Excellent keyboarding and proofreading skills
- Keen knowledge of typography
- High degree of creativity and strong understanding of color, line, composition, and design.
- Excellent interpersonal skills – both verbal and written
- Ability to establish and maintain mutually cooperative working relationships with persons contacted in the course of work
- Strong customer service focus
- Effective organizational and time management skills
- Ability to manage several projects concurrently, often with tight deadlines
- Strong focus on detail
- Ability to work well under pressure
- Able to perform the essential functions, skills and abilities required for the position

REVISED: May 2011 / Range 9

Request for Approval of New Faculty Position
Instructor of Philosophy

Information

Over the last five years enrollment has steadily increased in almost all departments within the College. One department that has seen a great deal of growth is the philosophy department. During the last five years the department has experienced approximately a 44% growth in enrollment. The enrollment growth has been intensified in the philosophy department due to the fact that new programs, such as nursing, require students to take PHI 251 Introduction to Ethics. Over the past five years the department has had to add approximately ten sections of PHI 251 Introduction to Ethics, four sections of PHI 261 World Religions and five sections of PHI 151 Introduction to Philosophy.

In general, the College has tried to keep the percent of hours taught by adjunct faculty members at approximately 50% of the total hours within a department. The rapid and intense growth within the department has made it a challenge to keep percent of hours taught by adjunct at 50%. Further since the Educational Master Plan calls for the development of more health professions programs, which are expected to have a dependence on Philosophy coursework, enrollment is expected to stay strong.

Therefore as a result of the current and expect growth, a new full-time, tenure-track Instructor of Philosophy position is being requested for January 2012. This new faculty position will help to address the current and future needs of MCC students. This new position is part of the FY 2012 budget.

This expense is budgeted in the Philosophy Department of the Education Fund.

Recommendation

It is recommended that the Board of Trustees approves the new, full-time, tenure-track faculty position for Instructor of Philosophy.



Vicky Smith
President

New and Eliminated Positions

Information

The Chemistry Department has experienced a 49% growth in enrollment since FY 2009. This growth has come in both lecture and laboratory coursework. Providing support for the increased enrollment in lecture coursework has not been difficult. However, supporting the increased laboratory coursework has been much more difficult.

Currently, the chemistry laboratory coursework is supported by the coordinator of the chemistry lab which is a 20 hours per week position. In addition to the support the coordinator of the chemistry lab provides for the Chemistry Department, this position also provides back up support for the Biology Department laboratory coursework. Enrollment in Biology has also grown at a similar pace as Chemistry and is requiring more back up help from the chemistry lab coordinator than in previous semesters.

Therefore, due to increased enrollment which has put a greater demand on the laboratory staff, the College is requesting to eliminate the current half time coordinator of the chemistry lab position and replace it with a full-time Chemistry Laboratory Manager position. The increased hours should help provide the proper support needed for the chemistry laboratory coursework. Further, the chemistry lab manager position will be fully cross-trained with the biology lab manager and vice versa so that each will be able to step into the other's positions at a moment's notice. This new position will also be responsible for developing and maintaining training manuals, and developing and maintaining safety procedures for the laboratories in consultation with the safety committee.

This full-time position was budgeted for in the FY 2012 budget. Specifically, this position is budgeted for in the Chemistry Account of the Institutional Fund.

<u>Title</u>	<u>Salary Level</u>	<u>Effective Date</u>	<u>FTE</u>
Coordinator of Chemistry Lab	7	10/28/11	(.50)
Laboratory Manager Chemistry	8	10/28/11	1.0

Recommendation

It is recommended that the Board of Trustees approves the elimination of the Coordinator of Chemistry Lab position and the creation of a new position of Laboratory Manager Chemistry, as outlined above.



Vicky Smith
President

Professional Range	Minimum Salary	Midpoint Salary	Maximum Salary
8	\$33,760	\$48,108	\$62,456

POSITION: **LABORATORY MANAGER CHEMISTRY**

CLASSIFICATION: Professional / Full-time **WORK YEAR:** 12 Months

PRIMARY PURPOSE: Coordinate the operation of all chemistry laboratory facilities in organizing, supplying, and maintaining lab areas in support of the ongoing educational program in Chemistry. Collaborate with biology lab manager in order to serve as full back up for Lab management.

ESSENTIAL JOB FUNCTIONS:

- Maintain and monitor the security and safety of prep rooms, educational laboratories, and storage facilities. This includes stocking, storing, and dispersal of hazardous chemicals, potentially pathogenic bacteria, fungi, and pesticides of varying toxicity
- Assist Department Chair with budget preparation by submitting lists of supplies and materials as needed
- Maintain inventory of chemical reagents in Flinn chemical inventory
- Maintain semester schedules of labs
- Assist faculty in preparation of unknowns
- Oversee daily operation of chemistry laboratory facilities and stock room
- Provide comprehensive Biology Laboratory Manager position coverage
- Monitor security and safety of stock room hazardous chemicals
- Prepare and setup all necessary reagents, equipment, and glassware needed for chemistry laboratory classes. Monitor and replenish supplies as needed
- Operation of basic chemistry laboratory equipment. Monitor equipment performance; repair as needed or contact vendor
- Organize Material and Safety Data Sheets into binders for each of the individual chemistry laboratory classes
- Maintain and update current chemistry reagents in an inventory data base
- Properly label all secondary reagent containers with NIOSH safety stickers
- Dispose of all hazardous chemicals in properly labeled red can liquid waste containers; maintain inventory log sheets for vendor
- Train and direct daily duties of chemistry student worker
- Order laboratory supplies as needed for all chemistry laboratory classes. Travel to local suppliers for pickup of materials, as needed
- Maintain semester schedule of laboratory experiments for all classes and sections. Assign discussion and laboratory rooms
- Proctor safety videos, quizzes and exams for chemistry instructors, as needed
- Provide additional support to Earth Science, Physics and Kids on Campus programs, as needed
- Additional duties as assigned by immediate supervisor
- Develop and maintain safety procedures for the laboratories in consultation with safety committee
- Develop and maintain lab training manual

SUPERVISION: Under general supervision of Executive Dean, Mathematics and Sciences. Receives Minimal daily instructions from the Chemistry Department Lead Instructor.

MINIMUM POSITION QUALIFICATIONS:

EDUCATION:

Bachelor's Degree required with emphasis in Biology and Chemistry, or equivalent credit coursework.

EXPERIENCE: One year of related work experience required; preferably in a laboratory setting.

SKILLS AND ABILITIES:

- Strong organizational ability and communication skills
- **Proficient** Computer skills (Word Processing and Spreadsheets)
- Basic mechanical skills preferred
- Flexible work schedule
- Teamwork oriented
- Strong reading skills
- Ability to follow written and verbal instructions
- Available for chemistry laboratory during daytime, evening or weekend classes, as needed by instructors
- Contribute scientific knowledge to solve routine laboratory problems with minimal assistance from instructors
- Ability to work with flammables, corrosives, strong oxidizers, poisons, and other hazardous chemicals
- Ability to safely lift at least 25-40 pounds unassisted
- Operate chemistry laboratory equipment and instrumentation. Conduct tutoring sessions for instructors, as needed
- Ability to work with formalin-preserved or embalmed biology specimens (pigs, cats, frogs, and assorted organs)
- Ability to perform the essential functions of the job

ISSUED: August 2011 / Proposed: Range 8

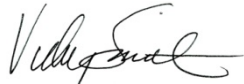
Additional Advance Placement

Information

The agreement between the Board of Trustees, McHenry County College, Community College District #528 and the McHenry County College Faculty Association includes an advance placement adjustment each time a full-time faculty member obtains 15 additional hours of pre-approved course work. Individuals in Lane VII who continue to advance professionally under the guidelines of the Contract shall be rewarded for such advancement with a bonus equal to \$3,500.00. Such bonus shall not be added to their base salary. The number of bonuses received for advance placement shall be limited to one (1) every four (4) years. In accordance with this agreement, Thomm Beggs, Instructor, Graphic Arts, qualifies for his second such bonus at this time.

Recommendation

It is recommended that the Board of Trustees approves the bonus for Thomm Beggs.



Vicky Smith
President

Board Policy Revision, First Reading
Policy 1.8.2 – Formulation of Administrative Procedures

Information

The College's attorney presented a training session on best practices for Board Policy development. During her training session, she used an example of which policies might need to be changed and used the current Policy 1.8.2 as an example. Her comment about Policy 1.8.2 was that the policy inappropriately indicated that administrative procedures developed to support policies needed to have approval of the Board. In her discussion, she indicated that the Board makes the policy and the administration develops administrative procedures to implement the policies. She stated that those procedures are better not to be approved by the Board because as time passes, procedures could change even though the actual policy they were procedures of would not need to change. The College needs flexibility in administering the policies established by the Board.

Below is the current Policy 1.8.2 and the revisions proposed by the College's attorney.

FORMULATION OF ADMINISTRATIVE PROCEDURES

The President, working with his/her staff and other members of the College community, will prepare and submit to the Board of Trustees for approval, procedures related to the administration of the College under these Board policies.

Proposed Policy:

FORMULATION OF ADMINISTRATIVE PROCEDURES

The **Board delegates to the President**, working with his/her staff and other members of the College community, ~~will prepare and submit to the Board of Trustees for approval, the responsibility to develop, implement, and modify~~ procedures **related necessary for to the** administration of the College under these Board policies.

Final Policy:

FORMULATION OF ADMINISTRATIVE PROCEDURES

The Board delegates to the President, working with his/her staff and other members of the College community, the responsibility to develop, implement, and modify procedures necessary for administration of the College under these Board policies.

Recommendation

It is recommended that the Board of Trustees approves the revisions to Board Policy 1.8.2.



Vicky Smith
President

Moving Faculty Sponsored Leave

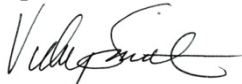
Information

At the February 2011 board meeting Katherine Middy, Instructor of English and Learning Communities Chair, was granted a Sponsored leave for the Spring 2012 semester. The leave was for her to investigate the topic of young adult fiction works related to gender/sexuality, and rites of passage for teenagers and young women. The culmination of the leave was to result in Ms. Middy writing her own young adult fiction work.

However, after careful consideration Ms. Middy is moving her approved faculty sponsored leave from Spring 2012 to Fall 2012. As the department chair of MCC's Learning Communities program Ms. Middy has worked diligently to grow the program. Her work is beginning to see great results, MCC's Learning Communities Program will be offering an unprecedented eleven learning communities classes in the Spring 2012 semester. There are many unique challenges to offering eleven learning communities classes. Ms. Middy has worked for years to get the program to this point, and wants to be present for the semester's to ensure that it runs smoothly. During the fall the program only has four Learning Communities and it would be much better for the Learning Communities program if she were to take her leave at that time.

Additionally, March is Women's History Month and Ms. Middy is the Chair of the Women's History Month Committee. She has multiple projects and events planned for the month and needs to be on campus in order to implement her projects and events.

Ms. Middy doesn't want to compromise her efforts towards learning communities and Women's History Month. Therefore the Fall 2012 semester is a more appropriate time for her to engage in her Faculty Sponsored Leave activities when these two activities do not require so much of her time.



Vicky Smith
President

Retirement

Information

Kim "Hoss" Johnson, Athletic Recruiter and Head Baseball Coach, has submitted his letter of retirement effective September 7, 2011. He has been a valuable member of the College community. When leaving this employment, he will have five years of full-time service at MCC with a preceding five years of part-time status.

The College appreciates the many contributions Mr. Johnson made to the athletic program and wishes him good fortune in all his future endeavors.

A handwritten signature in black ink, appearing to read "Vicky Smith", written in a cursive style.

Vicky Smith
President

ERP Project Update

Information

The ERP project has had another very active month. The project budget continues to remain on-track and expenditures are within expectations at this time (see attached document containing project spending to-date). The project task schedule is on-track to implement the General Ledger and Purchasing modules of the Datatel system during the week of October 3rd. Other key project activities included:

- The additional time and effort required to implement the system in addition to regular/daily work activities prompted the Executive Council to provide a \$500 monthly stipend for the remainder of the project to the sixteen members of the project's Core Implementation team as an incentive and reward for their current and on-going diligence and hard work. Funding for the stipends is provided through the ERP project budget.
- A major project status meeting/conference call involving all project players (Datatel, SIG, and MCC personnel) was held on Sept. 7.
- HR/Payroll data conversion is being reviewed and modified. The implementation teams are now using a combination of data conversion from the legacy system in addition to hand-entering some information. As long as all team assignments and tasks are met over the coming weeks, this phase will remain on schedule for a January 2012 go-live. However, there will be significant demand on the team members' time over the next three months to get this data loaded into production. Too many missed assignments could endanger the timeline. There will be parallel payrolls run in October, November and December, prior to going live, in order to validate the software functionality as well as the data entry/conversion. Providing back-up for individuals in selected positions on the team may be required, for which we budgeted.
- Accounting data from 2009 and 2010 has been loaded into production. Data from 2011 and the first part of 2012 (including 2012 budgets) should be converted by September 23rd in anticipation of going live October 3rd.
- Training in utilization of the system for review of budgetary information for appropriate individuals is being developed for the month of October.
- Numerous training sessions, led by Datatel consultants, have been held during the month of August. Training / consulting sessions included:

- Human Resources Services & Payroll
- Finance Services
- Academic Records & Registration
- Financial Aid
- Curriculum & Faculty Information
- Recruitment & Admissions
- Portal Services
- ODS Database Administration (Data Warehouse)
- Accounts Receivable & Cash Receipts
- Colleague Security

Al Butler
Chief Information Officer

MCC Branding Update

Information

On September 1, 2011, the McHenry County College brand was unveiled to the internal community of employees, focusing on the communication of the new MCC brand pledge statement (an internal statement to be used as an administration tool to help shape MCC's planning efforts and to express MCC's core values, mission and vision in shorthand) and supporting brand attributes (those words to be used externally, which support the brand pledge statement):

MCC Brand Pledge Statement

McHenry County College makes a valuable difference in our community by inspiring, engaging and transforming learners through quality, meaningful, educational opportunities.

MCC Brand Attributes

- Quality
- Change-ready
- Community

MCC's newly defined brand pledge statement and brand attributes were shared at the employee launch, which included a video more clearly defining the brand, why it is important, and how it will positively impact and shape MCC and its community.

To view the MCC brand microsite and the brand launch video, visit www.mchenry.edu/brand.

The following work is in progress to build momentum around the MCC brand, and its related brand communications plan, as well as how to incorporate the new brand pledge statement and brand attributes into College planning efforts and the way we communicate:

- Brand presentations and Q&A sessions scheduled for all department/division meetings (September-October)
- Brand media training for trustees and key College personnel (will be scheduled for October-November)

A request to approve a contract with a brand identity agency will come before the Board of Trustees at the October Board Meeting. If approved, Phase 2 of MCC's branding effort will begin in November 2011, which will include the development of MCC's visual identity, including:

- Creation of visual identity, including logo, color palette, key marketing messages, taglines and materials
- Vetting visual identity concepts with key stakeholders

Christina Haggerty
Director of Marketing and Public Relations

Grants Office

McHenry County College's Adult Education Department has delivered successful services to basic literacy students for over 19 years and depends on both volunteers and grant funding for its success. Under the administration of Richard W. Clute, Dean of Adult Education, MCC's Adult Education Department offers classes in Adult Basic Education (ABE), Adult Secondary Education (ASE), English as a Second Language (ESL), and General Education Development (GED).

To continue the Volunteer Literacy Program under the management of Marie Day, Coordinator of Adult Education and Literacy Supportive Services, the Secretary of State/Illinois State Library Literacy Office awarded MCC \$47,200.00 to deliver services to basic literacy students for FY 2012. In the first nine months of FY 2011, 553 students were served by 126 volunteers!

The Illinois Community College Board (ICCB) awarded MCC the following funding for FY 2012 for adult education:

State Basic	\$134,745.00
State Performance	\$130,313.00
Federal Basic	\$131,055.00
<u>EL/Civics</u>	<u>\$ 18,139.00</u>
Total	\$414,252.00

Due to better performance, Adult Education saw an increase in grant funding in the amount of \$12,457.00 in funding for FY 2012 which will help the department serve approximately 1,700 (duplicated) adult education students.

Caroline Sobolak
Resource Development Specialist

Distributed Press Releases
August 16-September 12, 2011

Information

The following releases have been distributed to all local and regional media outlets from August 16-September 12, 2011.

- ISBDC Announces Small Business Offerings for September
- MCC Shah Center Offers APICS: CPIM Certification Prep Courses
- Media Alert: MCC to Host First New-Student Convocation
- MCC's Shah Center Offers Hands-on Computer Skills Training
- Safety Courses Offered at Shah Center
- Shah Center Breakfast Series to Feature "Trust in the Workplace" Sept. 16
- MCC Nursing Program Expands to Include Weekend Nursing Option
- ISBDC Quarterly Lunch to Focus on "Getting Out of Your Own Way"
- Private Investigator Class Offered at MCC
- Exhibitors Wanted for 4th Annual Green Living Expo & Bioneers Conference Nov. 5
- MCC Seeks Literacy Volunteers; Training Sessions Set
- MCC's Children's Learning Center Announces Preschool Openings for Five-Year-Olds
- MCC to Offer Coding Certification Exam Prep Boot Camp
- MCC Educator Honored for Professional Excellence
- MCC to Offer Intro to Machining and CNC Class Starting Sept. 7
- McHenry County College Receives National Recognition for Community Service
- Join MCC's Trip to Tournament of Roses Parade
- MCC Begins Second Sunday Concert 2011-2012 Series Sept. 11
- MCC to Offer Healthcare Provider - CPR class Sept. 22
- MCC to Offer ACT Prep Classes for High School Students
- MCC Partners with the Light Center to Offer Animal-Assisted Therapy and Learning Class
- MCC to Offer EPA Certified Renovator 8-Hour Course Sept. 23
- MCC to Commemorate 10th Anniversary of 9/11
- MCC to Offer Continuing Education Language Classes in September
- MCC's Professional Education Dept. Offers Medical Billing and Coding Program
- MCC to Offer Crew Management and Safety Ideas Course
- Learn to Dance Like a Star with MCC's Continuing Education Classes
- Explore Unique, Fun Continuing Education Classes at MCC
- Public Invited to Share Comments About MCC with the Higher Learning Commission
- Information Session Set at MCC for ICD-10 Two-Day Boot Camp
- MCC to Offer National Safety Council Professional Truck and Van Driver Class
- MCC to Offer BPI Building Analysis, Envelope Combo Training
- MCC to Host Health Department Cardiovascular Screening
- MCC to Offer Wine Education Classes at Area Restaurant

Press clippings about McHenry County College can be found at the following link: www.mchenry.edu/press.

Christina Haggerty
Director of Marketing and Public Relations